

**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Strategic Housing Officer |
| Salary: | £44,711 - £47,754 |
| Grade: | 12 |
| Hours: | 37 hours    *We are open to discussions about flexible working*. |
| Team: | Estates |
| Service Area: | Estates Assets & Investments |
| Primary Location: | County Hall, Oxford    *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | No |
| Responsible to: | Senior Strategic Officer – Residential Assets & Investments |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

The Strategic Housing Officer - Residential Assets and Investments, will support the asset management function for Oxfordshire County Council (OCC), ensuring the effective management of all OCC-owned and third-party residential assets in the County. The role sits at the heart of all aspects of housing operations, including asset lifecycle management, repairs, voids, tenancy management, compliance, financial controls and reporting. The officer will be responsible for delivering strategic objectives, maintaining high standards of accommodation, and streamlining processes through the adoption of centralised systems and automation. The role will also support housing standards, manage partnerships with developers and landlords, and collaborate with commissioning colleagues to improve housing models across Oxfordshire.   
  
This role will report to the Senior Strategic Officer – Residential Assets & Investments and will contribute to housing strategy development while managing the day-to-day housing operations. The postholder will become responsible for overseeing and managing internal resources to ensure effective delivery of housing projects and support services*.*This is a pivotal role within OCC at an exciting time for the organisation. Your success here will directly and positively impact the lives of some of the most vulnerable people in Oxfordshire. You will be tenacious, with a relentless drive to get things done, pushing through obstacles when necessary to achieve results. Acting with pace and urgency, you’ll ensure nothing stalls on your watch. You will approach challenges with creative problem-solving, seeing opportunities where others see roadblocks. Tech-savvy and naturally curious, you’ll leverage systems and digital tools to streamline processes and improve outcomes. With attention to processes and an eye for detail you’ll ensure nothing slips through the cracks. Self-driven and independent, you know what needs to be done and deliver without needing to be asked or reminded. You’ll bring a deep understanding of specialist housing and be involved in issuing tenancies and mobilising properties, ensuring operations and developments run smoothly. With an innate savvy and sharp instincts, you’ll navigate complexities effortlessly, making sure that the work is not just done, but done well.   
  
We support our organisation, local people and partners to look forward, using analysis and evidence to inform plans, manage risks appropriately, apply insight and develop the market to enable the right services for our local people. We drive change so people receive the right service for their need while ensuring the best possible value is achieved, being flexible to allow for different circumstances and applying our specialisms. We learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.

## Job Responsibilities

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| * To lead the development of strategies and plans to improve outcomes for people in Oxfordshire, identifying and delivering opportunities for innovation, efficiencies and service enhancements, capturing the evidence of better outcomes for the people of Oxfordshire. |
| * To develop services that are strategically relevant, meet identified needs and agreed outcomes, achieve performance targets and are high quality and cost effective. |
| * Prioritise accommodation solutions to support the discharge of / or alternative to hospital (detained under the mental health act) for people with complex needs with a learning disability and / or autism * Proactively work with housing developers, landlords and district councils to expand the housing opportunities and pathways for Live Well Commissioning Team working age adult priorities * Work with the Live Well Commissioning Team to identify and support sources of alternative funding for new developments through; section 106 money, grants, capital programme board, NHS England Capital Grant, Homes England * Support the delivery of the housing element of commissioned support models from planning through to go live of new projects * Further development of housing nominations agreements and housing management agreements are streamlined and support the council’s savings and efficiencies programmes * Support the housing needs assessment work carried out by Housing Lin and contribute to the housing strategy and delivery plan for Housing and Social Care * Progress the development of an accommodation approved provider list for developers and registered social landlords to support future commissioning intentions and align priorities for development with the Live Well Supported services framework * Work with Quality Improvement and brokerage to ensure effective housing models are being delivered to a good quality standard and that repairs, adaptations and vacancies are managed proactively * Ensure effective management information is developed of current housing stock managed by housing partners to deliver supported living and other models of commissioned support * To lead work, together with senior managers to collaboratively design and develop robust plans and strategies that take account of internal and external strategic drivers, involving all system stakeholders * To undertake appropriate research and analysis of needs, resources, existing services and business requirements to enable evidence-based commissioning decisions. * To deliver approaches to incorporate the views of service users and communities into the commissioning cycle. * To construct clear, robust and appropriately detailed commissioning strategies and business cases with costed options appraisals, ensuring these are taken through the correct decision-making processes * To take the strategic lead on seeking out innovative, collaborative and co-produced approaches to commissioning services (e.g. Think Local, Act Personal “I” statements) and work with colleagues to introduce and embed these into our work. * To maintain good knowledge of legislation and government guidance as they affect services in their assigned tier of need to inform service planning and commissioning intentions. * To ensure commissioned contracts are compliant with statutory and regulatory regimes and reflect national legislation, policy, best practice, and local information. * To develop and innovate new approaches to the ongoing development and management of commissioning activity to reflect best practice. * To work closely with the Directorate Leadership Team (DLT) to identify opportunities for improvement and incorporate these into strategic plans across services * To conduct commissioning reviews, working closely with providers, service managers and other key stakeholders to plan and deliver effective change management programs. Integral to this is to engage and involve service users and carers. * To provide commissioning support to specific projects that help shape and influence the provider market to deliver departmental priorities, including leading on the development of market management and development strategies to deliver greater choice and control for customers. * To undertake any other duties commensurate with the grading of the post. |

## Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| **Essential Criteria** | **Assessed By:** |
| A degree level or equivalent qualification or relevant professional experience commensurate with the role | A, I |
| Commissioning work experience spanning at least 2 years (preferably in local government or the wider public sector), with demonstrable impact across the full commissioning cycle. | A, I |
| Ability to analyse needs and requirements using a range of sources and develop appropriate commissioning strategies, including incorporating views from service users and communities. | A, I |
| Experience of designing and developing services which deliver outcomes, quality, value and innovation, including translating into specifications and service plans. | A, I |
| Experience of collaborative approaches to commissioning and market development, including building capacity and commercial partnerships. | A, I |
| Demonstrable experience of leading service improvements and introducing effective policy and practice change. Good understanding of change management approaches. A, I | A, I |
| Excellent IT skills and ability to understand complex information and analyse and interpret clear understandings of meaning and trends. Evidence of using a range of tools and applications to support effective improvement plans, including core Microsoft applications, data analysis, cost modelling and report writing. | A, I |
| Good understanding of the legislative frameworks for safeguarding vulnerable adults and children and broad knowledge of key legislation in relation to adults and/or children’s services. | A, I |
| Experience of working either as a housing provider or working with housing providers / developers to deliver supported living and other housing models to support the delivery of health and social care commissioned support models | A, I |
| Demonstrable experience of collaborating with senior colleagues to prepare formal reports for senior stakeholders including for public sector leadership teams and for political scrutiny | A, I |
| Excellent verbal and written communication skills with the ability to build strong relationships and work collaboratively in with a wide range of stakeholders, including leading and managing difficult conversations. The ability to work with senior officers, health leaders and elected members as required. | A, I |
| Key Behaviours   * Takes ownership and accountability for their personal performance. * Builds strong relationships and networks, takes a collaborative approach with colleagues and stakeholders. * Role models a positive, can-do attitude with a continuous improvement mindset. * Is curious and actively seeks out emerging practices and development opportunities. * Supports a strong team culture, empowering team members and supports team member’s learning and development. * Communicates and collaborates pro-actively. * Displays informed decision making | **I** |

|  |  |
| --- | --- |
| * Promotes a blameless culture. * Resilient, determined and confident * Provides their direct reports defined structures and objectives and applies robust performance management * Making the best use of the Oxfordshire resources – money, people, skills, estates, equipment and looking beyond organisational boundaries ● Putting people and communities at the core of all we do. |  |
| **Desirable Criteria** | **Assessed By:** |
| Experience of developing learning disability / autism and / or mental health complex needs accommodation both refurbishments and new builds | A, I |
| Demonstrable impact in developing and improving services which deliver outcomes, quality, value and innovation, including translating into specifications and service plans. | A, I |
| Knowledge and use of PRINCE II methodology or other recognised project management methodologies |  |
| Experience of joint commissioning and collaborative working across multiple organisations, including Health and other public sector partners. | A, I |
| Good knowledge of the broad health, education and social care strategic landscape, including legislation, regulations, government guidance and policies. | A, I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| ☐ | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | ☐ | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| ☐ | Enhanced Disclosure and Barring Service check with Children’s Barred List | ☐ | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check | ☐ | Basic Disclosure |
| ☐ | Disqualification for Caring for Children (Education) | ☐ | Overseas Criminal Record Checks |
| ☐ | Prohibition from Teaching | ☐ | Professional Registration |
| ☐ | Non police personnel vetting | ☐ | Disqualification from Caring |
| ☐ | Other (please specify): |  | |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| ☐ | Provision of personal care on a regular basis | ☐ | Driving HGV or LGV for work |
| ☐ | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | ☐ | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| ☐ | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
| ☐ | Lone working on a regular basis | ☐ | Restricted postural change – prolonged standing |
| ☐ | Night work | ☐ | Regular/repetitive bending/ squatting/ kneeling/crouching |
| ☐ | Rotating shift work | ☐ | Manual cleaning/ domestic duties |
| ☐ | Working on/ or near a road | ☐ | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
| ☐ | Undertaking repetitive tasks | ☐ | Working with challenging behaviours |
| ☐ | Continual telephone use (call centres) | ☐ | Regular work with skin irritants/ allergens |
| ☐ | Work requiring hearing protection  (exposure to noise above action levels) | ☐ | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| ☐ | Work requiring respirators or masks | ☐ | Work with vibrating tools/ machinery |
| ☐ | Work involving food handling | ☐ | Work with waste, refuse |
| ☐ | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |
| ☐ | Other (please specify): |  | |

Sept. 2023