



JOB TITLE:	Housing Strategy Analyst		
GRADE:	G10	SERVICE AREA:	MoneyHomeJob
JOB CODE:	RT241HOUSG10		
REPORTS TO:	Senior Housing Strategy Officer	LOCATION:	Any council premises / Homeworking
SPECIAL CONDITIONS:	<p>Working outside of standard office hours may be required. There is a requirement to work flexibly at all times with due regard to prevailing workloads and priorities. Attendance at evening and other out-of-hour meetings as required.</p> <p>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</p>		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

1. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This

includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

2. Main purpose of the job role:

- Design and implement housing strategies
- Coordinate the implementation of the Homelessness Strategy
- Commission and manage contracts within Money Home Job
- Manage the research and information programme for Money Home Job
- Develop and maintain partnerships with key stakeholders, in particular with housing providers
- Assist with creating the conditions to enable affordable housing development
- Develop and implement strategic housing projects.

3. Role specific duties and accountabilities:

Horizon Scanning

- Develop housing strategies and contribute to other aligned strategies such as health and social care, regeneration and planning.
- Coordinate and implement the homelessness strategy.
- To assess new statutory requirements and recommend changes to policies and procedures to ensure that the Council achieves its strategic aims and fulfils statutory obligations.
- To maintain an overview of corporate, regional and national policies in respect of housing and social care issues, ensuring local priorities and issues are represented regionally.
- Liaise with statutory, voluntary and private sector agencies on housing, welfare and social care issues.
- To assist with maximising affordable housing provision through Section 106 agreements in conjunction with colleagues in regeneration and other stakeholders.
- To work closely with various stakeholders to develop a range of housing and support options, which meet local needs and demonstrate best practice.
- Work in partnership with registered providers, private developers and other agencies to deliver a range of affordable housing options.

Leading People

- Manage staff within the team as required
- Coordinate the homelessness strategy governance arrangements.
- Coordinate and support Walsall Housing Partnership, and related partnership groups.
- Supporting teams to use evidence to inform decisions about changes to working practices so that services are improved from a customer's perspective.
- To work with leaders to develop relevant strategic and operational measures, overseeing data collection and managing its use to help transform service delivery within Money Home Job
- To work with colleagues across the Council and in other agencies to ensure that the Money Home Job service meets the needs of customers and the requirements of the Council both as a landlord and as a strategic housing authority.

Managing Resources

- Commission and manage supported housing contracts.
- To develop and implement policies and procedures for the allocation of grants and/or loans.
- Using data and flow analysis to help understand customer demand, capacity in the current system, and the capability needed to fully meet customer demand.
- Responsible for budgets of up to £25k

Managing Performance

- To monitor the performance of Registered Providers in the borough.
- Identifying, commissioning and monitoring internal and external research studies to help understand system pressures that may impact on current or future service delivery
- To set and monitor appropriate performance measures to identify the impact of strategies.
- Develop and update housing policies and procedures to achieve best practice and ensure compliance with statutory requirements.

Managing Self

- Take responsibility for gathering data to identify skills gaps or training needs within the workforce to support leaders to align staffing resources to meet customer demands effectively.
- Presenting measures information and communicating key findings to a wide range of audiences (including staff, councillors, service users and other key partners).
- Provide technical advice based on a deep and thorough understanding of housing at a strategic level.
- To research the local housing market and ascertain housing needs and demands.
- Taking responsibility for the production of key housing strategic documents and statutory returns.

4. Key Stakeholders and reporting lines

- Responsible to Senior Housing Strategy Officer
- Responsible for up to 4 staff
- Lead partnerships with key housing associations and voluntary sector partners



Walsall Council

JOB TITLE Housing Strategy Analyst	GRADE G10	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		3
Abilities/Skills: (refer to JE guidance document)		
A strong understanding of the strategic role of the Council, with the ability to think in a strategic and creative way		3
Highly motivated, resourceful and resilient and able to successfully lead, manage and negotiate complex business transformation initiatives in a challenging environment		3
Able to deliver results in a highly pressured environment, making complex, critical decisions with skill		3
Understand the appropriate use of support including ICT, HR and Finance within Service areas.		1
Highly developed creative, analytical and developmental skills to analyse and interpret complex information, produce long term solutions and communicate to a variety of audiences.		2
Ability to interpret legislation and law and how it impacts customer service delivery.		2
A strong understanding of procurement in a local government context.		3
Awareness and sensitivity to be able to manage within a political environment.		2
Acts in a collegiate and collaborative way that engages with people at all levels.		3

Highly customer focussed and a clear communicator with highly developed written, verbal and presentation skills including the ability to receive and present complex, sensitive or contentious information	A/I	3
Strong influencing and negotiating skill across all levels of staff and elected members	I	3
An understanding of customer demand and service alignment to customer demand	I	3
Knowledge, understanding and commitment to Equal Opportunities principles and practice.	I	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Significant experience of planning, developing and writing strategic documents at a corporate level e.g. Housing and Homelessness Strategies	A/I	3
Significant experience of commissioning services and management of related contracts and suppliers	A/I	3
Significant experience of delivering transformational change within a customer facing service.	A/I	2
Significant experience of leading and designing pilot schemes for untried complex and contentious business change.	A/I	2
Significant experience of developing and maintaining good working relationships with a wide range of stakeholders to deliver tangible results.	A/I	3
Significant experience of successfully managing people to deliver service transformation initiatives using matrix management methodologies where required	A/I	2
Evidence of continuous professional development (where applicable)		
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Educated to degree (housing / regeneration / research / information technology) level, or equivalent experience with significant strategic, commissioning and management	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	
Awareness of, and commitment to, confidentiality and handling data	I	
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post		
Prepared by:	Neil Hollyhead	Date: 17/03/2022