

# Project Officer – Supported Housing Improvement Project - Grade 12

## Job Focus

**To be read in conjunction with the Project Officer Job Profile which provides the full range of responsibilities across the function.**

As a Project Officer, you will be instrumental in driving the delivery and implementation of the Supported Accommodation Project. You will take a lead role in this project whilst working collaboratively with internal and external stakeholders and partners to maximise outcomes in line with the council's and specified project objectives. We are looking for people who demonstrate all the Council's behaviours and expectations and continually strive for excellence. You will be part of an ambitious, creative, and highly collaborative team which aims to exemplify the Council's ways of doing things.

The Project Officer will establish and lead a multi-disciplinary team (MDT), made up of staff from Welfare & Exchequer (housing benefits), Adult Services and Housing Solutions (private sector housing (quality/compliance))

The Project officer won't have line management responsibility of the officers within the MDT but will provide direction and manage their work in relation to the project, ensuring a balanced approach across all these services to ensure standards are driven up [*in the exempt accommodation supported housing sector*] and that services are working effectively together.

The project officer will develop data to detail the supported housing market within Kirklees including the number of units, locations, client groups and providers.

The coordinator will contribute to any strategic or operational discussions as required including outlining the sufficiency of the supported housing market in the district currently as well as projected future provision needed.

The role will also be expected to keep up to date with any new or developing supported housing related legislation, funding and guidance including the Private Member's Bill currently being taken through Parliament: [Supported Housing \(Regulatory Oversight\) Bill - Parliamentary Bills - UK Parliament](#)

Using your substantial technical knowledge and experience you will drive the delivery of projects within budget and to agreed timescales to implement the core aspirations and targeted outcomes of the council.

You will require you to act as a positive champion for our approach. You will be ambitious and committed to implementing change in a complex environment.

You will have the ability to motivate others and manage teams or areas of work effectively ensuring all stakeholders are working together effectively to deliver projects on time and within budget.

A new opportunity has arisen for a 3-year fixed term Project Officer role with Kirklees Council. Kirklees Council have secured funding from the Department for levelling up Housing and Communities (DLUHC) for the implementation of the Supported Housing Improvement Programme (SHIP)

As the Supported Housing Project Officer, you will be responsible for leading on and delivering the Supported Housing Improvement Project (SHIP) across Kirklees.

The project officer will manage the delivery of SHIP to provide a joined-up approach to improving quality and standards within the non-commissioned supported housing sector. In particular, the short term or transitional market, where clients are provided with accommodation on a short-term basis, usually up to a maximum of two years.

Over the last decade, the structures and processes underpinning the housing market have led to increasing homelessness and insecure poor-quality accommodation. Passivity and the absence of effective regulation penalises some of our most vulnerable citizens.

Whilst this is a national issue, many of the resolutions sit within local systems. Increasing use of 'exempt accommodation' to house vulnerable people has been an accelerating trend across the last decade. Both commissioned and non-commissioned provision have successfully averted homelessness. However, our focus is on the non-commissioned provision that forms the majority of the offer as currently the accommodation is without any external assessment, or assurance that the minimal support, care, and supervision is being provided.

Aside from the direct impact on vulnerable citizens, Kirklees Council has formally recognised the wider implications of increasing use of exempt accommodation. These include:

- Additional pressures on statutory agencies
- Reduced public safety
- Loss of private rented sector homes.
- Increase in referrals from outside of the city.
- Loss of economic independence of residents and tenants
- Poor alignment with 'care, support and supervision' needs for individual residents.

To address these challenges, we all need to work as partners in improving the exempt accommodation across Kirklees.

There is often a high turnover of clients within this market. Having a Multidisciplinary Team (MDT) will provide a range of skills and expertise from different services, that will help facilitate positive changes in the provision and management of supported housing across the County.

Kirklees Council can now begin to enhance and align a team of specialists into an MDT to drive standards up across the market of supported housing providers, specifically targeting:

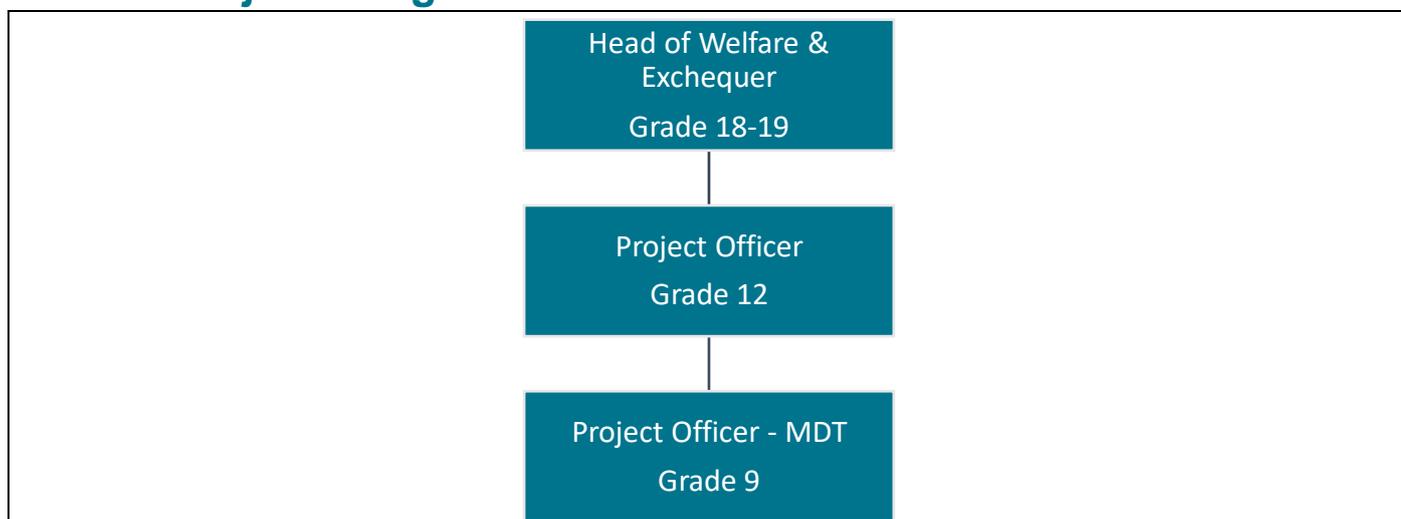
- Housing Quality
- Housing Benefit Scrutiny
- Housing Support

This role is based within [Corporate Strategy, Commissioning & Public Health](#).

## Key areas of responsibility

- To provide support, advice, and project management delivery for the supported housing improvement project
- To manage and monitor delivery of this specific project ensuring that projects remain within agreed budgets and timescales.
- To maintain and manage key relationships with stakeholders, partners, and colleagues.
- To monitor and report on progress of projects being delivered
- Hold overall responsibility of monitoring specified outcomes and liaising with and providing data updates to our Department for Levelling up Housing & Communities advisors, line managers and senior leadership team. Internal outcome reporting will also be undertaken by the coordinator.
- The co-ordinator will work directly with the MDT and regional colleagues to develop a 'gateway approach' to supported housing in the district. This will include creating best practice guidance and quality standards (property and support) for supported housing providers to follow as well as internal guidance and checklists to assess new provision for quality and provider status.
- The co-ordinator will contribute to any strategic or operational discussions as required including outlining the sufficiency of the supported housing market in the district currently as well as projected future provision needed.

## Position of job in organisational structure



## Employee Specification

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Recognised technical expertise and experience in Housing, including relevant legislation.	Essential
Extensive experience managing and co-ordinating large and complex projects including budget monitoring and contract management.	Essential
Considerable experience of commissioning projects with external and internal providers working collaboratively and in partnership	Essential

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Management skills to motivate, lead and support multi-disciplinary teams to achieve and deliver outcomes.	Essential
Enhanced communication and interpersonal skills to develop, maintain and enhance professional relationships.	Essential
Creative problem-solving skills to identify obstacles and resolve issues through effective negotiation.	Essential
Personal resilience and adept at managing competing deadlines to enable delivery of projects to specification, on time and within budget.	Essential
Knowledge and understanding of procurement processes	Essential
An awareness of Safeguarding & GDPR	Essential
Comprehensive understanding of the non-commissioned exempt accommodation supported housing market, including its role in homeless prevention and the main risks/pressures associated with the sector	Desirable
Knowledge and experience in analysis of proposals from businesses and other partner organisations, compiling funding bids and producing complex reports.	Desirable
High level of IT, literacy, and numeracy skills.	Essential

### For Office Use Only:

Job Category	Growth and Regeneration	Grading ID	65650
Job ID	80101051	Last Updated	January 2023
Job Focus	Yes	Career Progression	No

### Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
HR Rep	M Lunn		