**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Rough Sleeper Co-ordinator | **Grade**:  PO4 |
| **Section:**  Housing Services (Assessment and Adaptation) | **Directorate:**  Housing and Regeneration |
| **Responsible to following manager:**  Head of Housing Services (Assessment and Adaptation) | **Responsible for following staff:** |
| **Post Number/s:** | **Last review date:** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To work with a wide range of strategic partners to raise the profile of rough sleeping as a priority housing issue in Richmond and Wandsworth. This is an influencing role, ensuring the needs of rough sleepers are reflected in wider corporate strategies and plans. The postholder will also act as lead contact for the Ministry of Housing, Communities and Local Government on matters relating to rough sleeping in Richmond and Wandsworth.

To lead on the development of procedures and processes for our rough sleeper services and support the department in improving service delivery through the provision of performance and needs analysis for this population.

To review the arrangements that are in place for monitoring rough sleeper activity across Richmond and Wandsworth, identifying opportunities for more targeted interventions and joint working with partner agencies such as local hospitals, the Police and crime reduction teams

**Specific Duties and Responsibilities**

1. To undertake analysis of rough sleeper data across both boroughs, making the data available to inform bids for funding, wider council strategies and plans and access to resources and services.
2. To Investigate and report on trends in rough sleepers including demographic information, reasons for rough sleeping and changes in patterns of activitiy.
3. To work with partner agencies to identify barriers which prevent access to services for rough sleepers, making recommendations for resolution where necessary.
4. To manage relationships between services and organisations involved in meeting the needs of rough sleepers across Richmond and Wandsworth boroughs, encouraging all agencies providing services for rough sleepers to work as part of the Borough’s Rough Sleeper strategy and housing pathway.
5. To work with Housing Policy colleagues on preparing bids for external funding
6. Develop relationships with other local authorities delivering rough sleeper initiatives and external organisations working with rough sleepers, identifying opportunities for joint working and areas of best practice.
7. Identify key strategies and plans across the council, working with departments to raise the profile of rough sleeping and encourage the inclusion of rough sleeper issues and needs in the council’s wider strategies .

1. To assist the Head of Housing Services (Assessment and Adaptation) with the co-ordination of the range of rough sleeper work streams funded directly by the Council and by government grant, including the development of a performance monitoring framework for these services.
2. Attend inter-borough and government led forums for rough sleeping. Lead on identifying and introducing best practice
3. Represent the Department at forums and inter-agency meetings, contributing to the work of these groups as required.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* The post is funded by the Government’s Rough Sleeper Initiative programme. The post holder will be expected to have the skills and experience to undertake work and projects to a high degree independently and provide working material as good first draft for review.
* The postholder is expected to provide an equal focus on service development and delivery for both Councils

**Team structure**

**Person Specification**

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| **Job Title:** Rough Sleeper Co-ordinator | **Grade**: PO4 |
| **Section:** Housing Assessment and Adaptation | **Directorate:** Housing and Regeneration |
| **Responsible to:** Head of Housing Services (Assessment and Adaptation) | **Responsible for:** |
| **Post Number/s:** | **Last Review Date:** |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Knowledge of local authority housing services and their delivery including housing advice, and homelessness duties. | A/I |
| Able to demonstrate and have a good grounding in staticstical analysis and research | A/I |
| Knowledge and understanding of national and regional housing policy and how they apply to local authorities | **A/I** |
| **Experience** | |
| At least three years of work in the social housing field | A/I |
| Report writing to a good standard, including developing and producing housing related procedures and plans | A/I |
| Experience of managing internal and external partnerships | A/I |
| Experience of data and policy analysis to inform bids for funding, policy development and service improvement. | A/I |
| **Skills** | |
| Ability to demonstrate strong negotiation and mediation skills | A/I |
| Ability to manage relationships with internal and external senior officers | A/I |
| Excellent numeric and analytical skills and an understanding of research methodologies. | A/I |
| Ability to work independently using initiative and prioritise own workload, adapting to changing priorities and deadlines. | A/I |
| **Qualifications** | |
| Degree level or equivalent through work experience. | A/I |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**