

<b>Job Title</b>	Housing Programme Support and Monitoring Officer (PT) 0.6 fte		
<b>Job Number</b>			
<b>Grade (if known)</b>	5		
<b>Directorate</b>	Borough Services		
<b>Business Unit /Section</b>	Housing		
<b>Preparation Date</b>	December 2018		
<b>Responsible to (job title)</b>	Social Inclusion Manager		
<b>Responsible for total number of direct reports</b>	0	<b>Responsible for total number of staff managed</b>	0
<b>Main purpose of job</b>			
Supporting the Council's Strategic Social Inclusion function and commissioned service monitoring within the Housing Service			
<b>Main responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Collation, maintenance and analysis of relevant data for all social inclusion and homeless prevention functions</li> <li>2. Contract monitoring commissioned social inclusion and homeless prevention services</li> <li>3. Coordinating and delivering key partnership forums and events for Social Inclusion and Housing Service</li> <li>4. Organising and coordinating all task and finish groups which support delivery of the Council's Housing and Homelessness Strategy and associated delivery plans</li> </ol>			
<b>Key tasks</b>			
<ol style="list-style-type: none"> <li>1. Determining and coordinating the collation of all required statistical information in respect of homelessness and social inclusion contract performance to inform the strategic and commissioning processes and facilitate outcome monitoring.</li> <li>2. Creating, inputting and maintaining relevant information systems and data monitoring</li> <li>3. Interpreting data and information in order to establish contractual compliance, undertake trend analyses or identify anomalous contractual irregularities</li> <li>4. Work planning and organisation to ensure cyclical reviews, tasks and work plans of Social Inclusion forums, task groups and activities are programmed and completed</li> <li>5. Coordinate and service commissioning and procurement activities for social inclusion and homeless prevention services</li> </ol>			

6. Setting up and coordinating key Homeless Prevention and Social Inclusion forums, partnerships and consultation events
7. Maintaining requisite meeting records, attendance notes and action plans and updating relevant systems as required, particularly the MEAM partnership work.
8. Creating, collating and coordinating stakeholder, service user feedback and annual service surveys in order to inform strategic and commissioning processes
9. Undertaking contract compliance monitoring assessments of supported housing and homeless prevention services to identify contract outcome variances.
10. Understand and work within the principles of Trauma Informed Care
11. Ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults)'.

<b>Essential User</b>	No
<b>Special features and/or equipment</b> <i>(anything 'out of the norm')</i>	None

*This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.*