

## **Job Description and Person Specification**

### **Job details**

Job title: **RSI Strategy and Partnerships Officer**

Grade: £27,852 - £31,099

Reports to: Housing Policy and Performance Manager

Responsible for: N/A

Directorate and Service area: Adults, Health Partnerships and Housing

### **Purpose of the job**

- To lead on partnership development to support the rough sleeping pathway in North Northants and act as the key facilitator for the North Northants Homeless Forum
- To ensure there is ongoing, proactive, and regular investment into partnership working through an effective multi-agency approach
- To provide effective support in the development and implementation of the Rough Sleeping Initiative Funded projects at both operational and strategic levels
- To help strengthen our existing rough sleeping pathway by leading on all procurement and contract monitoring requirements for the Rough Sleeping Initiative (RSI) funding
- To help the Council to introduce and coordinate service user involvement to help enhance service delivery to meet local needs
- To help develop, implement, and monitor delivery of the North Northants Homelessness and Rough Sleeping Strategy

### **Principal responsibilities**

#### **Partnership development**

- To ensure there is ongoing, proactive, and regular investment into partnership working by building and maintaining key links, aiding understanding and navigation of existing services, along with maximising homelessness prevention opportunities
- To lead on, facilitate and organise the North Northants Homeless Forum meetings and events, which will include arranging the agenda, organising presenters, liaising, and communicating with partners and finding an appropriate venue if required
- To manage the North Northants Homeless Forum membership list and promote the forum regularly to ensure there is appropriate representation from all partners

including statutory services, registered providers, and the voluntary and community sector to enable effective multi-agency working

- To act as a liaison for all Homeless Forum members and produce meeting notes, presentations, reports, and other documentation as required to support the delivery of the Forum including conducting a regular review of the terms of reference
- To engage with partners on a regular basis to ensure that partnership members can work effectively together. This includes sharing key information of each organisations area of expertise and to increase awareness of the services available locally
- To identify learning and training opportunities between partners to enhance partnership working locally and help to arrange sessions, develop guidance and advice and share best practice
- To help target and sustain the homelessness prevention agenda by working with partners to identify opportunities to support early intervention and reduce homelessness locally
- To work with partners across public, voluntary, community and faith sectors on specific pieces of work to support our local communities as and when identified and respond in a solution-focused way to challenges
- To regularly review the effectiveness of the partnership approach and implement new and innovative methods of communication and consultation where necessary
- To support collaboration, information sharing and joint working arrangements between commissioned services and other key local agencies to better understand and meet the needs of vulnerable / priority groups

### **Rough Sleeping Initiative Funding**

- To develop and implement contract and performance monitoring arrangements for all the Rough Sleeping Initiative funded projects
- To help manage and monitor the performance of our partners where we have commissioned them to deliver services as part of the RSI funding
- To collate information and data for reports and returns to the Department for Levelling Up Housing and Communities on delivery of the RSI programme
- To help embed the RSI work into the wider strategic direction of the Housing Service within North Northamptonshire Council
- To provide support with drafting and amending service specifications for new and existing services funded by the RSI grant and undertaking any duties required as part of the NNC procurement process
- To ensure people with lived experience are meaningfully involved in service design and development, by organising and chairing workshops, consultation events, information events, forums, and steering groups as appropriate
- To coordinate regular reviews of RSI funded projects to ensure they are on track and meeting the agreed outcomes

- To research best practice and make recommendations for the development of the rough sleeping pathway where necessary

### **Homelessness and Rough Sleeping Strategy**

- To provide support with the development, consultation and implementation of the North Northants Homelessness and Rough Sleeping Strategy
- To act as the coordinator for the action plan that underpins the strategy to ensure actions progress and are both monitored and captured
- To encourage collaborative working with a range of partners to help progress and deliver against the actions outlined within the strategy
- To implement regular consultation opportunities with service users to ensure their voice is heard and used in the strategic direction of the service and strategy
- To help develop new initiatives and ways of working to support service improvements across the Housing Solutions service

### **Resources**

- To be flexible and help respond to the ever-changing demands of the service and support managers in the delivery of projects or initiatives as required
- To support and coordinate future bids to help secure external grant funding to enhance and develop pathways and services including for RSI, AFEO and Public Health initiatives
- To represent the Council at various multi-agency meetings or forums when needed and deputise for the Housing Policy and Performance Manager or Strategic Lead for Housing Strategy and Solutions if required

### **General responsibilities**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



**North  
Northamptonshire  
Council**

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	HND/NVQ Level 4 or equivalent capability	Hold a relevant professional qualification
Experience and Knowledge	<p>Experience of working in an equivalent strategic role (within Housing or local government or community/voluntary sector)</p> <p>A broad understanding of Homelessness and Rough Sleeping services</p> <p>Experience of monitoring service performance and action planning</p> <p>Experience of developing and supporting partnership working</p>	<p>Experience of writing funding bids and undertaking procurement processes</p> <p>Experience of liaising with key partners and stakeholders in a multi-disciplinary environment</p>
Ability and Skills	<p>Excellent written and verbal communication skills including proficiency in Microsoft Office packages</p> <p>Ability to present information and data in a meaningful way and adapt for the given audience</p> <p>Excellent organisational skills with an ability to prioritise conflicting demands and meet key deadlines</p> <p>Ability to be proactive and manage, develop and deliver projects to achieve positive outcomes</p> <p>Strong negotiating and influencing skills to achieve a positive solution</p> <p>Ability to work effectively with others and use own initiative to organise and complete tasks with a flexible approach</p>	

Attributes	Essential criteria	Desirable criteria
	Ability to quickly form effective relationships with a broad range of partners	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		