

# Newcastle City Council Job Description

**Directorate:** Investment and Development

**Division:** Fairer Housing Unit

**Post Title:** Housing Delivery Assistant RR433

**Evaluation:** 450 Points **Grade:** N5

**Responsible to:** Housing Policy and Commissioning Manager

**Responsible for:** N/A

**Job Purpose:** To contribute to the delivery of housing projects across the city.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To assist with the delivery of housing projects forming part of multi-disciplinary teams assigned to deliver housing specific projects.
2. Contribute to the co-ordination and development of appropriate consultation with key stakeholders.
3. Develop and maintain positive and collaborative relationships with relevant local external agencies and stakeholders, including participating through effective community consultation and engagement strategies.
4. To support the implementation of housing projects.
5. To assist in the commissioning of services to ensure the delivery of housing projects.
6. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
7. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.