

Job Description

- Directorate:** Environment and Regeneration
- Division:** Strategic Housing, Planning and Transportation
- Post Title:** Housing Partnership Officer EE390
- Evaluation:** 599 Points **Grade:** N9
- Responsible to:** Housing Policy and Commissioning Team Manager
- Responsible for:** N/A
- Job Purpose:** Manage a range of key strategic housing partnerships particularly the relationship between the City Council and Your Homes Newcastle to ensure that the Council's tenants are satisfied with all investment programmes and housing services.
- 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 Provide the Head of Service with specialist advice and support on social housing management, customer care and social housing investment.
 - 2 Manage broad relationships with social housing funding partners including Housing Cooperatives and regulatory bodies as appropriate.
 - 3 Coordinate the Newcastle Housing Partnership Group to ensure that strategic partners can influence corporate policy, act as a critical friend and have a voice within the Newcastle Partnership.
 - 4 Work effectively with YHN to support the development and delivery of their business plan and ensure that they have a long term and valuable contribution to the delivery of the Housing Strategy.
 - 5 Develop and maintain a select list of Registered Social Landlords and Housing Cooperatives for the city to maintain high standards in the city and ensure that there is strong links between future development activity and access to homes.
 - 6 Liaise with the Newcastle Tenants' Federation to ensure that their business plan is delivered, that the service continues to develop and improve and that tenants are satisfied with all housing services.
 - 7 Set targets and monitor the performance of YHN against management agreement and business plan objectives, ensuring that all protocols between YHN and the Council are adhered to.
 - 8 Ensure that the Council's statutory landlord/tenant duties are effectively discharged.

- 9 Contribute to policy development and monitor government guidance and legislation in relation to social housing management including funding, standards, regulation and governance.
- 10 Liaise with other local, regional and national strategic housing bodies, identifying best practice in ALMO relationship and performance management. This may include participating in ALMO networks.
- 11 Manage allocated budgets in accordance with the Authority and the directorate's financial regulations and procedures.
- 12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 13 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.