



Ipswich Borough Council
Job Description: **J13**

Strategy, Policy and Data Officer

Main Purpose of Job

The role will require the ability to understand, interpret and implement legislation and regulatory guidance with relation to the Regulator of Social Housing standards, Housing law and statutory requirements of always ensuring sound governance.

Main Duties

1. Work to ensure the Council observe and comply with the Regulator of Social Housing's Consumer Standards and all other relevant statutory requirements including legal; financial; procurement and other provisions governing the affairs of the Council.
2. Develop and maintain a robust assurance framework for housing, reporting regularly to Senior Management and Corporate bodies including the Executive and Tenant Engagement Panel.
3. Assist with the review and development of housing policy, procedures and the Council's Housing Strategy and lead on the monitoring of an Action Plan.
4. Assist in identifying information needs and advise on the effective use of information to support policy and service development.
5. Prepare and produce responses to enquiries from public bodies such as the Regulator of Social Housing, The Housing Ombudsman and Ministry of Housing Communities and Local Government. Provide information updates, briefing papers and co-ordinate responses to Government (and other) consultation papers.

6. Assist managers with housing, partnership working and corporate projects.
7. To continuously monitor operational performance, in line with KPI's that are reported, identifying areas for improvement and contributing to the implementation of improvement in underperforming areas.
8. To investigate and prepare responses and assist in implementation of any changes in legislation and regulatory guidance with relation to the Regulator of Social Housing standards.
9. Develop, implement and utilise performance management tools.
10. To monitor performance of contracts, service level agreements and to create reports which can be used to advise decision making.
11. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Educated to A level or equivalent.	Relevant Housing Qualifications	Application Certificates
Work Related Experience / Job Related Skills	Knowledge and understanding of housing, related issues and national housing policy. Experience of Housing Regulation including evaluation and dissemination of information Proven ability to research, interpret and apply legislation. Experience of collaborative working, liaison with stakeholders, negotiating and influencing outcomes.	Experience in Local Authority housing Involvement in the development of housing strategy, particularly in relation to the provision of affordable housing	Application Interview
Specialist Knowledge	Knowledge & experience of computerised systems and the application and interrogation of information	Demonstrates a clear understanding of equality, diversity and social inclusion	Application Interview
Personal Skills	Ability to communicate effectively both verbally and in writing at all levels, including external organisations Effective presentation skills Proven ability to be numerate and highly accurate; be well organised and produce quality work sometimes to tight deadlines Demonstrate a questioning and adaptive approach to review and analyse a variety of data and information Ability to demonstrate a flexible work attitude to meet requirements of the service Ability to organise and prioritise workload to meet deadlines / to help achieve service requirements Able to be assertive when faced with resistance to what you are requesting	Understanding of a wide variety of data sources (national and local) and IT information systems, with ability for imaginative application	Application Interview

