

Context statement

To accompany job description and person specification when required

Job title: Housing Project Assistant

Directorate/Service/Team: Adults and Housing Service

Organisation structure

Reporting to: Housing Project and Policy Officer

No supervisory or management responsibility

Context of work

The Dorset Council Housing Service was created on the 1 April 2019 as part of the new Unitary Council and brings together 5 former district and borough housing teams into one service. A number of projects are being undertaken to harmonize service delivery for housing in Dorset. Key projects include the service transformation, the creation of a new Dorset Council Homelessness Strategy, the delivery of the Rough Sleeper Initiative and Next Steps Accommodation Programme and the implementation of a new Housing software system. Future projects continue to be identified as the service develops.

Some of the key responsibilities for this role include:

1. Project support to deliver service wide transformation and to meet identified objectives in relation to Homelessness and Rough Sleeping
2. To Support the Housing Project and Policy Officer to deliver housing projects across the service.
3. To provide a wide range of administrative and project related support functions to ensure projects are compliant and delivered in a timely manner. This will include; organisation of meetings, minute taking, development and maintenance of databases, and assisting in finance support.
4. To assist in the organisation and delivery of project events and workshops, including the delivery of presentations on the work of the project as required.
5. Working closely with partners and external agencies to ensure delivery of key elements of projects involving Council partners for example the Rough Sleeper Initiative (RSI) and the Next Steps Accommodation Programme (NSAP)
6. To assist in the co-ordination of project funds to include processing data, maintaining accurate records of client cohorts and assisting with Ministry of Housing Communities and Local Government (MHCLG) returns in relation to the Next Steps Accommodation Programme.
7. To support the Housing Project and Policy Officer by attending (where appropriate) meetings and events on behalf of the project with external organisations and existing partners to develop and promote activities in relation Housing projects
8. To track actions and complete relevant project documentation such as project plans
9. To support the implementation of the new Housing software package including data migration, implementation and organising staff training events.



- 10. To support projects initiated in relation to service transformation.
- 11. To assist with the development of reports and presentations required to demonstrate the effectiveness of projects, lessons learnt and elements which could help shape future service delivery.
- 12. To keep abreast of current research and projects in the field of rough sleeping and homelessness climate change. Where required carry out research for individual projects.

Travel requirement

Occasional travel is a factor of the post.

Other information

Please see below Essential criteria which are in addition to the Person Specification criteria:

Qualifications/ training/registrations

- 13. ECDL or equivalent experience.

Skills, abilities & knowledge

- 14. Ability to interpret data.
- 15. Ability to learn new applications.
- 16. Ability to communicate effectively, with the confidence to deal with a range of contacts.
- 17. Understanding of policy, legislation and developments in the field of housing and homelessness.

Experience

- 18. Previous experience of working in a large organisation or local authority.

DBS enhanced clearance is a requirement of the post.

Context statement prepared by:			
Line Manager	Melissa Johnson	Date	3.02.2021