

## **MEDWAY COUNCIL - JOB PROFILE**

<b>DESIGNATION</b>	<b>Housing Strategy and Partnerships Officer – Asylum Seeker Service</b>
<b>DEPARTMENT</b>	<b>Strategic Housing Services</b>
<b>RESPONSIBLE TO</b>	<b>Housing Strategy and Partnerships Manager</b>
<b>GRADE</b>	<b>Range 4</b>

### **1. MAIN PURPOSE OF JOB**

- To provide a coordinated service to individuals and households placed in Medway under a variety of government schemes. This will include Homes for Ukraine, Afghan Resettlement Scheme (ARAP) Sudan, the Home Office Asylum Dispersal Scheme, amongst others.
- To support households with cultural orientation activities such as shopping, access to healthcare and social activities. - To provide practical and emotional support to the families in regards to their general integration into the Medway community.
- To work closely with local partners to influence change in the way that organisations provide services to people seeking asylum. To network with other agencies and develop professional relationships in order to work towards continuous improvement of the Medway asylum service approach.
- Develop and maintain an in-depth knowledge and resource of the local services available for people in asylum schemes (including any access criteria) and assist in the identification of gaps in provision.
- Ensure all services engaged in Medway to have a true understanding of the required partnership activities to support people seeking asylum.
- Attend operational groups to discuss the needs and situations of people seeking asylum, to enable swift access to appropriate services and ensure that barriers are addressed so that service users can access suitable services.  
To work with voluntary and statutory sector organisations to develop a personalised approach for people with multiple disadvantages who are seeking asylum.
- The post holder will collate appropriate monitoring data to measure the success of the service and report on progress.
- In conjunction with other partners to coordinate, develop and deliver positive outcomes for people seeking asylum based on the evidence of best practice.

### **2. PERSON SPECIFICATION**

#### **Qualifications**

##### *Essential*

- Educated to degree level or or relevant experience, which demonstrates attainment.

### *Desirable*

- Hold a professional relevant Housing Qualification

### **Experience**

#### *Essential*

- Demonstrable knowledge of housing and homelessness. (15% weighting)
- Demonstrable understanding of the contribution that housing can make to meet the aims and objectives of partners including social care and health. (13% weighting)
- Demonstrable ability to assist in undertaking and evaluating research, appraisals and assessments of data and information. (15% weighting)
- Demonstrable understanding of the complex relationships between statutory and voluntary agencies as they relate to housing and homelessness. (12% weighting)

### **Skills**

#### *Essential*

- Demonstrable ability to analyse and interpret varied and complex information and provide reports, impact assessments and support the development of strategies. (18% weighting)
- Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences. (15% weighting)
- Demonstrable ability to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues.
- Demonstrable ability to carry out tasks which impact on the well being of people, including assessing needs, signposting to appropriate services, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems. (12% weighting)
- Demonstrable experience of being accountable for small expenditures of up to £10000 from an agreed budget or income, with supervision

### **Personal Qualities**

- Solution focussed approach to the workplace.
- Good interpersonal skills that foster understanding, co-operation and enthusiasm.
- Must have good written and oral communication skills.

### **3. ORGANISATION**

#### **(i) ORGANISATION CHART**

#### **(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

This post reports to and is directly supervised by the Partnerships, Strategy and Customer Relations Manager. The post holder will be expected to work with minimal supervision

#### **(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

The post holder will be expected to use their initiative in the resolution of problems that may arise during normal activities with overall supervision from the Team Manager

#### **(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

n/a

#### **(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

The post holder will maintain a range of internal and external contacts in the provision of services and projects. Internally there will be daily contact with the Partnerships, Strategy and Customer Relations Manager and other team members.

This post will have contact with Housing Providers, Support Providers, Landlords, Social Care, Health, and a range of VCS and Statutory Services.

### **4. FINANCIAL ACCOUNTABILITIES**

Responsibility for small transactions (under £1,000) relating to coordinating and facilitating meetings/workshops/conferences etc.

### **5. WORKING ENVIRONMENT**

The post holder will be mainly based at Gun Wharf, Dock Road, Chatham although will be expected to undertake site visits and visits to Service Providers and represent the Housing Strategy and Partnerships Team and the Council at meetings with a variety of stakeholders which may or may not be at the usual place of work