



<b>Job description</b>			
<b>Job title</b>	Principal Housing Delivery Officer		
<b>Grade</b>	Pay Band L		
<b>Directorate</b>	Regeneration & Economic Development		
<b>Service/team</b>	Strategic Housing		
<b>Accountable to</b>	Group Manager for Housing		
<b>Responsible for</b>	Supporting the development and delivery of strategic housing services.		
<b>JE Reference</b>	A3507	<b>Date Reviewed</b>	5/8/2025

### **Purpose of the Job**

To assist the Group Manager of Housing in delivering a range of strategic housing services including commissioning and influencing partners to achieve the objectives set out in the Housing Strategy and other underpinning housing related strategies.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To support the Group Manager of Housing in the development and monitoring of Knowsley's Housing Strategy.
2. To undertake the review, development, writing and monitoring of housing related strategies and policies (illustrative examples include: Homelessness Strategy, Private Sector Housing Strategy, Tenancy Strategy, Housing Renewal Policy).
3. Maintain an up to date knowledge of relevant national and Liverpool City Region strategy/policy, legislation (including case law), best practise and guidance in the areas of strategic housing.
4. To undertake research to support the delivery of the service functions.
5. Develop and implement new ways of working to improve the efficiency and effectiveness of services.

6. To develop and implement effective publicity and communication to ensure widespread knowledge of housing responsibilities, services, strategy and related policies with the internal and external stakeholders
7. Prepare and present written and verbal reports to Officers, Elected Members and other stakeholders.
8. To co-ordinate/represent the service at a range of internal/external meetings, examples of which will include:
  - Multi Agency Public Protection Arrangement
  - Safeguarding meeting in conjunction with Adult/Children's Social Care
  - Child protection conferences
9. Identify opportunities and prepare bids to secure funding to support the Council's housing objectives.
10. With the support of colleagues in Procurement to commission housing related services ensuring compliance with the Council's Contract Procedure Rules. To undertake and support effective contract management to ensure that commissioned services delivery is in accordance with expected performance levels and that contract commitments are met.
11. Work effectively with colleagues across the Council to support the delivery of the Council's statutory responsibilities and corporate objectives.
12. To effectively manage budgets and other resources attributable to allocated projects in accordance with the Council
13. To undertake investigation (allocations appeals/homelessness reviews) and make decisions. The decisions reached should take account of relevant guidance, legislation and case law.
14. To prepare responses to a range of enquires such as Freedom of Information Requests and those from residents, partners, Elected Members and Members of Parliament.
15. To undertake supervision/line management and support of staff ensuring that the Council's policies are applied effectively and fairly.
16. To undertake any other duties as may reasonably allocated to post holder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act).

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent

would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council’s information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.