**SOUTH DERBYSHIRE DISTRICT COUNCIL**

**DIRECTORATE: Place & Prosperity**

**SERVICE: Housing Services**

**POST TITLE: Housing Options Officer**

**37 Hours Per Week**

**Fixed Term – 24 Months**

**GRADE: Scale 6**

**REPORTS TO: Housing Solutions Supervisor**

**RESPONSIBLE FOR: N/A**

**JOB SUMMARY  
*The overall purpose of this post is to:***

1. Ensure that all homeless or potentially homeless persons are dealt with according to the statute having regard to the Code of Guidance, Council Policy and responsibilities created by the Homeless Reduction Act 2017.
2. Communicate and work effectively with Job Share partner to deliver the needs of the service.
3. The post holder will require an Enhanced DBS Disclosure.

**MAIN DUTIES AND RESPONSIBILITIES:**

**General**

* To ensure adherence to the Council’s Health & Safety Policy.
* To comply with the Council’s Employee Code of Conduct
* To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post
* To ensure equal opportunities in all services and to prevent and tackle any disadvantage or discrimination based on ethnic origin, gender, sexuality or disability.

**Specific Duties**

**These are the core duties and responsibilities unique to the job.**

1. To provide advice and assistance to those in housing need and fulfil the council’s statutory duties under Part VI of the Housing Act 1996 and The Homeless reduction Act 2017 and other relevant legislation.
2. To keep up to date with new legislation and practises.
3. To ensure that quality investigations are carried out and ensure consistent and appropriate decisions are made with target timescales.
4. To work in close liaison with the Allocations Team and other external agencies and partners to secure permanent and temporary accommodation appropriate to meet customers housing need.
5. Be responsible for the arrangement of temporary accommodation for homeless households.
6. To liaise with Corporate Services on housing benefits and rent payments for temporary accommodation.
7. To have responsibility for the management and supervision of Council owned temporary accommodation.
8. Strive to continually improve housing needs and advice services
9. To maintain accurate records of all investigations, decisions and advice given to customers and provide other data and statistical analysis as required.
10. To build effective partnerships with Registered Providers and Private Sector Landlords to assist in the discharge of housing duties.
11. To develop positive working relationships with statutory agencies and voluntary organisations to provide appropriate assistance in meeting the housing, welfare, care and financial needs of customers.
12. To ensure effective advice is given in relation to benefit entitlement, to maximise income.
13. To assist with the development of new initiatives and opportunities in meeting the housing needs of people in South Derbyshire.
14. To prepare reports and attend meetings as requested.
15. To regularly liaise with other members of the Housing Service to prevent homelessness and to find appropriate solutions for potentially homeless people
16. To ensure that confidential information, which is made available to the post holder in order that they are able to undertake their duties or is otherwise known to them, is kept confidential and secure at all times.
17. To carry out any other duties relating to the work of the Housing Solutions Team, as may be reasonably required by senior colleagues.

May 2025

Housing Solutions Supervisor