



Information pack for the post of
Health and Housing Integration Officer

Job reference number 1289

Closing date: 8 December (noon)

Interview date: w/c 15 December 2025

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:

www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk





Health and Housing Integration Officer

Salary £35,081 - £42,659, Full Time

We are looking for a great communicator and practical problem solver, with experience in health and wellbeing client facing roles to join our friendly team and to deliver the role of a Health and Housing Co-ordinator. You will be reporting to the Housing Strategy Team Leader, Contract Performance Management and Data Reporting, and you will ensure the best use and efficient management of Step Down / Step Up accommodation as well as provide reporting and administrative support to the Team Leader with any ad hoc tasks. Your role will include the daily tasks in managing hospital discharge and supported accommodation move-on to ensure the best outcome for our clients.

This is a varied and interesting role, and you must be able to identify and problem-solve issues whilst building and maintaining effective working relationships with multiple professionals across a diverse range of services, as well as internal colleagues.

You will possess good communication skills and you will be able to work independently and proactively to support the Data and Contract Management, Team Leader and the Strategic Lead, as required.

In return we can offer excellent conditions of service with a benefits package that includes flexible working hours, pension scheme, free car parking and at least 23 days paid leave (pro rata for part-time staff)

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council's policy. The post holder will be required to attend the office in line with a rota and any service requirements.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for customer-facing posts. These posts fall within the scope of the Code of Practice on English language requirements for public sector workers. The Council, therefore, has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post-holders have a command of spoken English sufficient for the effective performance of the job requirements. If you have any queries or would like to discuss this further, please contact Human Resources.

Please note as part of the employment checks this post will be subject to a basic Disclosure & Barring Service (DBS) check.

For an informal discussion about the post and further information, please contact Gareth Richards on 07850902382

Closing date: 8 December 2025 (Noon)

Interview: w/c 15 December 2025

To apply please use the 'apply online' button below.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted you within 3 weeks of the closing date then your application has been unsuccessful.

All shortlisted applicants will be contacted via email after the closing date.

Working towards equal opportunities

Strictly No Agencies

Spelthorne Borough Council

Job Description

Date Reviewed:	October 2025
Post Title:	Health & Housing Integration Officer
Post Number:	2765
Grade:	6/M1
Service:	Housing Strategy & Policy
Section Lead:	Group Head Community Wellbeing
Report To:	Team Leader, Data and Contract Management
Work base:	Hybrid (with travel as necessary – casual mileage allowance)

General Duties:	• Ensure the best use is made of the limited supported housing in Spelthorne, including wider contract management support. • Identify opportunities for the development, commissioning, and re-commissioning of supported accommodation services. • Develop and practically case manage the Council's approach to hospital discharge and supported accommodation move-on to ensure appropriate throughput.
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Essential Requirements:	• Good ICT skills, ideally including Office 365. • Data analysis and translation of data into Plain English for a wide audience. • Driver with access to a car for business use (will consider reasonable adjustments in line with the Equality Act 2010). • Work practically and flexibly to ensure that the step-up/down accommodation is run smoothly. • This post is hybrid with combination of office, site and home working, with the expectation that the postholder will travel as necessary for meetings, organising accommodation, inspections, etc.
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General Responsibilities:	Equal Opportunities: The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.
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Health and Safety:

The Council is committed to providing a healthy and safe working environment and expects all employees to implement

and promote policies in all areas of their work including attending training as appropriate.

GDPR:

The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Duties and responsibilities:

1. Developing and maintaining strong working relationships with staff at all levels of various organisations, including internal colleagues, the NHS, Surrey County Council, health providers, housing providers and grant funders.
2. Be the Council's main point of contact for any housing-related hospital discharge / admission prevention scheme, which support the "Discharge to Assess" and "Home First" discharge schemes, including practically ensuring that units are ready for occupation.
3. Represent the views of other local authorities at health and social care meetings as required from time to time.
4. Provide and implement practical solutions to overcome barriers to achieving positive change.
5. Source and use multiple data sources to support business cases for change.
6. Carry out a comprehensive review of supported housing supply and demand in Spelthorne, together with an options appraisal which will inform policy making.
7. Support Team Leader, Data and Contract Management and Strategic Leads in Housing and Independent Living in reporting and administration tasks to ensure timely delivery and maintaining strong working relationships.
8. Provide practical input to funding bids.
9. To prepare tender documents with support from internal procurement specialists, where business development opportunities require a formal procurement exercise.
10. Carry out community consultations as required, including market research and customer satisfaction surveys to inform the Council's decision making.
11. Work in close partnership with social and supported housing providers and gain an understanding of their business development strategies and ambitions.
12. In partnership with other stakeholders, devise and implement appropriate marketing and influencing strategies which will provide the opportunity to promote supported housing and independent living services to elected members, internal colleagues, external partners, and potential residents.
13. To make visits and attend meeting outside normal working hours, as required.

14. Carry out such other duties as may be required appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

Person Specification

Post: Health & Housing Integration Officer

Post number: 2765

Key job requirements	Desirable / Essential	Testing mechanism
1. Skills		
- Able to communicate clearly and efficiently with internal and external clients and stakeholders, verbally and in writing	Essential	Interview / App Form
- Able to identify and problem solve practical issues	Essential	Interview / App Form
- Able to build and maintain effective working relationships at all levels of the organisation	Essential	Interview / App Form
- Able to draw logical conclusions	Essential	Interview / App Form
- Able to set own priorities and manage a demanding workload	Essential	Interview / App Form
- Able to provide accurate and timely advice and guidance	Essential	Interview / App Form
- Able to produce clear and concise minutes of meetings	Essential	Interview / App Form
- Good ICT skills, ideally including Office 365	Essential	Interview / App Form
- Data analysis and translation of data into Plain English for a wide audience	Desirable	Interview / App Form
2. Experience		
- Community Wellbeing client facing role experience	Essential	Interview / App Form
- System user and administration experience	Essential	Interview / App Form

Post: Health & Housing Integration Officer

Post number: 2765

Key job requirements	Desirable / Essential	Testing mechanism
- MS Office applications especially Word and Excel - Case management experience - Previous social care experience - Experience of working in Local Government	Essential	Interview / App Form
3. Knowledge		
- Knowledge and understanding of GDPR and implications for data management in software solutions - Strong understanding of confidentiality and safeguarding and application in a social care environment - Understanding of housing responsibilities and relevant legislation - Knowledge of social sector duties	Essential	Interview / App Form
4. Qualifications		
- Educated to GCSE standard (or equivalent) including English and Maths	Essential	App Form
5. Personal Qualities		
- Driver with access to a car for business use (will consider reasonable adjustments in line with the Equality Act 2010) - Able to work practically and flexibly to ensure that the step-up/down accommodation is run smoothly	Essential	Interview / App Form

Post: Health & Housing Integration Officer

Post number: 2765

Key job requirements	Desirable / Essential	Testing mechanism
- Able to work from home. This post is predominantly home-based with the expectation that the postholder will travel as necessary for meetings, organising accommodation, inspections, etc.	Essential	Interview / App Form
- Ability to work on own initiative	Essential	Interview / App Form
- Strong analytical skills	Essential	Interview / App Form
- Flexible and adaptable work style	Essential	Interview / App Form
- Excellent communication skills	Essential	Interview / App Form