Ashfield
DISTRICT COUNCIL

Job Profile

Post title: Housing Strategy and Performance Officer

Department: Place Directorate / Strategic Housing

Job families: Business and Professional Services Level 2

Grade: F

Responsible to: AD – Strategic Housing

Employees managed: 0

Date of issue: Nov 2026

Overall Job Purpose

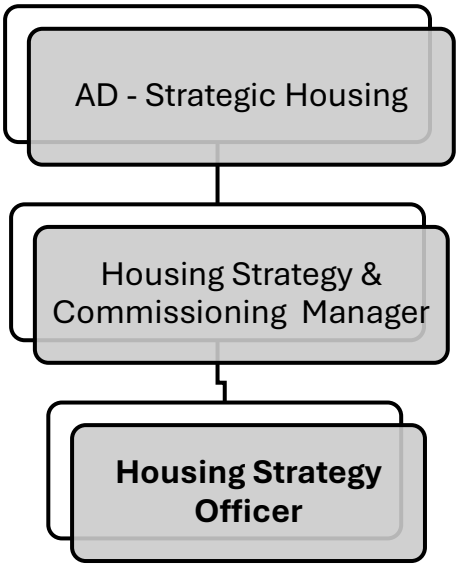
To support the development, monitoring and delivery of the Council's strategic housing functions. This includes assisting with the production and implementation of housing strategies, performance frameworks, policy development and the analysis of key data to inform decision making.

The post will help ensure the Council meets statutory requirements, delivers evidence based services and contributes to corporate priorities relating to homelessness, rough sleeping, affordable housing, the private rented sector and wider wellbeing outcomes. The role provides high quality analytical, research and project support to the Housing Strategy Lead Officer and the Strategic Housing service.

Working Conditions

- Office based and mainly in a sedentary position, limited requirement for standing and walking, and/or carrying of equipment and resources.
- The postholder is eligible to utilise the Flexi Time Policy.

Structure



Job Description

Operational management	• Support the development, review and monitoring of the Council's Framework of Housing Strategies and associated Action Plans (e.g., Housing Strategy; Homelessness & Rough Sleeping Prevention Strategy; Affordable Housing; Private Sector Renewal), leading on data summaries, performance baselines and evidence chapters. • Support the planning, monitoring and governance of funded programmes including milestones, outcomes, evidence collation and progress updates. • Draft sections of strategies, policies, reports and consultation documents under direction, ensuring clarity of analysis and use of evidence. • Monitor and analyse CBL activity, including demand trends, bids, refusals and outcomes, identifying opportunities to improve access and reduce void times. • Help maintain up to date nomination and allocation data for registered providers; contribute to the analysis underpinning allocation agreements. • Assist Housing Development colleagues with data and research on affordable housing delivery and supported housing commissioning, including pipeline tracking and outcomes monitoring.
Communication	• Liaise with internal services (e.g., Housing Options, Planning, Housing Development, Community Safety, Finance, ICT, Corporate

	Performance) to enable joined up working and accurate performance reporting. •
Partnership / corporate working	• Support cross district and countywide partnership activity, preparing papers, data summaries and updates for multi-agency meetings; represent the Council at officer level working groups where appropriate. • Help maintain effective relationships with registered providers, voluntary and community organisations and other public sector partners.
Resource management (including Financial and Physical)	• Help identify external funding opportunities and support funding bids through data collection, evidence summaries, drafting of sections, and coordination across partners. • Support contract/commissioning monitoring for housing related services, including data returns, KPIs and performance reviews
Systems and information	• Develop and maintain performance dashboards, datasets and monitoring tools to support service improvement across Strategic Housing and homelessness services. • Collate, analyse and interpret quantitative and qualitative data to identify trends, risks, inequalities and opportunities; provide actionable insights and recommendations. • Support the completion and timely submission of statutory Government returns, ensuring audit trails and data quality. • Produce regular performance reports for service managers, corporate performance, Member briefings and partnership boards, including clear data visualisations. • Contribute to digital transformation, automating routine reporting where appropriate and promoting consistent data standards.
Strategic management	• Carry out research and horizon scanning on legislation, national policy changes and best practice, producing concise briefing notes for the Lead Officer and senior officers.

Sign: **Date:**