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

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge / Qualifications • Degree in a relevant field or a level 4 qualification with relevant experience • Evidence of continued professional development • Understanding of housing, homelessness or social policy • Knowledge of performance management principles and KPIs	• Housing qualification or CIH membership / willingness to work towards • Training/qualification in data analysis, research methods • Awareness of housing legislation and national policy • Understanding of local government and partnership working • Knowledge of data quality, data protection and information governance
Experience • Analysing data and producing reports to inform decision making (academic or work) • Supporting projects or service improvements	• Partnership or multi agency working • Working in a housing, local government or related policy environment • Completing or supporting Government/statutory returns
Skills • Strong analytical and data interpretation skills	• Data visualisation (e.g., Power BI, charts)

• Excellent IT skills including Excel, Word and database systems • Ability to produce clear, concise and accessible reports, dashboards and presentations • Project coordination and organisational skills • Ability to communicate effectively with internal and external partners • Ability to manage competing priorities and meet deadlines	• SQL or advanced Excel (Power Query/Power Pivot)

Other Requirements

- The post holder is eligible for casual car user allowance, subject to meeting the policy requirements
- The post holder will be required to work outside of normal working hours/attend evening meetings as part of their role, for which an appropriate payment or time off in lieu will be granted.
- The working week will be 37 hours and will be worked between 8.00am and 6.00pm Monday to Friday in accordance with the Department and cover requirements.
- The role will involve some lone working.

Competencies

Please refer to the [Employee] Competency Framework for more information about the behaviour descriptors for each competency.

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.