

Decision under Delegated Powers

Officer Requesting Decision

Katie Moore – Housing Needs Manager

Officer Making the Decision

Alison Simmons – Head of Strategic and Private Sector Housing

Recommendation

To approve changes to the job profile for post M090 and changes to the job title for post M090 from “Senior Housing Options Officer” to “Housing Options Team Leader”.

The post reports to the Housing Needs Manager.

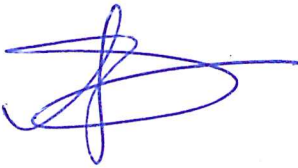
Reason

To ensure the job title and job profile for the post reflect the current nature of the role.

Authority for Decision

The delegated function of the Head of Paid Service (Chief Executive) to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications has been sub-delegated to Heads of Service subject to certain restrictions, which these proposals fall within.

Decision and Date



Alison Simmons
Head of Strategic and
Private Sector Housing
29th July 2021

Background

The job title for the role has been changed from "Senior Housing Options Officer" to "Housing Options Team Leader".

Minor changes have been made to several aspects of the job profile for the role, including aspects of the job description and person specification.

The job title and job profile for the post have been reviewed and revised to ensure that it reflects the current nature of the role, to clarify the duties and responsibilities of the role and to achieve consistency between similar roles within the Housing Needs Team.

The job profile has been re-evaluated and the changes have not resulted in any change to the salary grade for the post.

Comments from Human Resources

HR Adviser: Shaminul Choudhury (23/07/21)

Job profile was assessed at JE on the 20th July 2021 and was scored at SO2.

Management will need to complete variation e-form so revised job profile can be issued to employee.

Financial Implications

There are no financial implications relating to this request.

Risk Management

There are no identified risks relating to this request.

Key Decision

No.

Background Papers

Previous Job Profile for M090.

Revised Job Profile for M090.