



**HM Prison &
Probation Service**

Job Description (JD)

HMPPS Band 6

**Directorate: Reducing Reoffending, Partnerships &
Accommodation**

Job Description – Strategic Housing Specialist

Document Ref.	HQ-JES-2999 Strategic Housing Specialist v1.0
Document Type	Management
Version	1.0
Classification	Official
Date of Issue	23 May 2022
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	Strategic Housing Specialist
Directorate	Reducing Reoffending, Partnerships & Accommodation
Band	6

Overview of the job	<p>This is a permanent, non-operational role with no prisoner case-level responsibilities.</p> <p>The role will sit within Prison Group Director (PGD) management structures, however, a heavy focus on and presence in establishments will be required (usually with time split between 1-3 prisons depending on complexity and demand at each establishment and local housing landscape) with the expectation that post holders will travel as and when required.</p> <p>There are no line management responsibilities as part of this role, and we do not expect the post holder to have operational experience, although this may be advantageous when working within the establishment.</p>
Summary	<p>This role is an exciting opportunity to contribute towards the Government’s commitment to eliminate rough sleeping by the end of 2023/24. The post holder will be responsible for a cluster of 1-3 prisons, splitting their time flexibly between the prisons in their portfolio. Prisons that release low numbers to the UK will fall under the ‘consultancy’ category; for these, post holders will be expected to offer ad-hoc housing advice but these prisons will not form part of their cluster.</p> <p>The post holder will identify areas for improvement with respect to access to accommodation for prison leavers and will work in partnership with key strategic housing stakeholders, probation commissioned rehabilitative services (CRS), and Homelessness Prevention Teams (HPTs) to implement sustainable change. You will ensure that work between each prison and relevant HPTs continues to integrate, and that senior leaders across the agency are supported to improve the quality and use of data.</p> <p>In order to offer informed support and guidance to Governors and their teams, the Strategic Housing Specialist will be required to understand, amongst other aspects, the security category of their base prison and the geographical locations to which prisoners will be released. Prison familiarisation training will be provided to ensure successful candidates have the fundamental knowledge they need to be effective in their roles.</p> <p>For roles across the women's prison estate, post holders should adopt a trauma-informed and gender specific approach to their role. Post holders should ensure that all activities reflect and embrace the diverse nature of prison populations, including the individual resettlement needs of the female prison population.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • The Strategic Housing Specialist will be responsible for co-ordinating the strategic response of 1-3 prisons to improve housing outcomes for prison leavers and people in prison. They shall strengthen and support partnership working between the prison, all relevant housing stakeholders and other key resettlement agencies. They will identify existing structures/partnership working to address homelessness from custody in the region, and work to develop new solutions to homelessness from custody. • They will champion delivery of the Homelessness Reduction Act (HRA) and Duty to Refer (DtR), Offender Pathway (Wales) within the prison. This to include: <ul style="list-style-type: none"> ○ Working with partners to ensure referrals under the DtR are as efficient and effective as possible.

	<ul style="list-style-type: none"> ○ Design and deliver (or coordinate the delivery of) training related to homelessness within the prison and relevant statutory criminal justice agencies, so staff understand accommodation issues, increase their knowledge around the HRA and DtR, can identify related needs and have the knowledge to respond appropriately. ○ Promote the HRA and DtR amongst prisoners to address unhelpful myths, set realistic housing expectations and encourage engagement with the commissioned rehabilitation service, prison housing stakeholders, and local authorities. ○ Developing pre-release assessments with Local Authorities in response to DTRs, through telephone, video and in-person assessments. ● Promote the work of the Accommodation Commissioned Rehabilitative Services (CRS) within the prison and support these services by representing the prison on any joint engagement with external partners, such as local authorities or HPTs or local homelessness board. Contribute towards Accommodation CRS becoming successfully embedded into the prison and promote their work to the prison's Senior Leadership Team. Help to find solutions to issues that arise in relation to practical challenges in service delivery and an understanding of the role of CRS with all relevant staff groups. This role will act as an enabler and will not manage, or duplicate efforts of, the Accommodation CRS. ● When working within a Probation Region delivering the Community Accommodation Service - Tier 3(CAS3) temporary accommodation provision: <ul style="list-style-type: none"> ○ Ensure processes are in place to make sure the Duty to Refer has been discharged appropriately and that all other accommodation options have been fully explored before a CAS3 referral is made. ○ Work with the Regional Probation team and their Homelessness Prevention Taskforce to maximise use of the accommodation offer for those at risk of homelessness, so that they can access interim accommodation at the point of release. ○ When working within a Probation Region which is not delivering the Community Accommodation Service Tier 3 (CAS Tier 3) work with the prison and in particular the Heads of Reducing Reoffending and the Resettlement Team to support them in ensuring that strategic and operational links are made with the relevant Regional Homelessness Prevention Team. ● Support and upskill staff across the agency (including CPPs and POMs) to ensure accommodation needs are identified and addressed appropriately, to understand relevant referrals and troubleshoot any issues which may arise. ● Promote work within the prison to help prepare prison leavers to sustain accommodation in the community, in line with the Prime Minister's accommodation target, such as developing and delivering training solutions on tenancy readiness or prisoner's housing rights. ● Support prisons, PGDs, and relevant partner agencies (such as HPTs) to improve the quality and use of data where it relates to prisoners and housing outcomes, including the use for research and service design and provision. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>
--	--

Behaviours	<ul style="list-style-type: none"> ● Changing and Improving ● Working Together ● Making Effective Decisions ● Seeing the Big Picture ● Communicating and Influencing
Strengths	It is advised strengths are chosen locally, recommended 4-8.

Experience	<p>The Candidate is required to have some experience of supporting delivery of the Homelessness Reduction Act, such as:</p> <ul style="list-style-type: none"> • Worked within the field of housing and/or homelessness, particularly supporting those at risk of homelessness into accommodation within the region. • Worked with prisoners or those engaged in the criminal justice system. • Worked with key related agencies, including prisons, probation and local authorities. • History of developing partnerships with internal and external stakeholders. • Worked in a multi-agency operational setting to achieve mutual outcomes. <p>The Candidate is required to have some understanding of:</p> <ul style="list-style-type: none"> • The Justice System, including the roles and responsibilities of prisons and probation. • Housing legislation, particularly the Homelessness Reduction Act and the Duty to Refer. • Accommodation options for those leaving prison. • Benefit system and Universal Credit. • Resettlement pathways and potential related accommodation needs of prison leavers.
Technical Requirements	
Ability	

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
----------------------------	--

Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
--	---

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
-------------------	---	----------------	-------------------	------------------

Changing and Improving			Experience – Supporting delivery of the Homelessness Reduction Act:	
Working Together			Worked within the field of housing and/or homelessness, particularly supporting those at risk of homelessness into accommodation within the region.	
Making Effective Decisions			Worked with prisoners or those engaged in the criminal justice system.	
Seeing the Big Picture			Worked with key, related agencies including prisons, probation and local authorities.	
Communicating and Influencing			History of developing partnerships with internal and external stakeholders.	
			Worked in a multi-agency operational setting to achieve mutual outcomes.	
			The Candidate is required to have some understanding of:	
			The Justice System, including the roles and responsibilities of prisons and probation.	
			Housing legislation, particularly the Homelessness Reduction Act and the Duty to Refer.	
			Accommodation options for those leaving prison.	
			Benefit system and Universal Credit.	
			Resettlement pathways and potential related accommodation needs of prison leavers.	