



Information pack for the post of Housing Reports & Data Officer

Job reference number: 1291

Closing date: 5 January 2026 (noon)

Interview date: 14 January 2026

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



Advert

Housing Reports & Data Officer
Salary £15,684 - £18,649 pa pro rata
18 hours per week (flexible)



We are looking for a well organised individual, with good attention to detail, to provide expert support in the field of data collection, storage and writing reports.

You will be reporting to the Team Leader: Housing Data & Systems Management, and you will be working closely with the Housing Data Officer to achieve our strategic aims of reducing and preventing homelessness and rough sleeping and promoting independence.

To be successful in this role, you must have exceptional ICT skills on the Windows platform, particularly Microsoft Excel, to the extent that you are also able to support colleagues in this area. You will be able to demonstrate experience of organising and manipulating large volumes of data, identifying emerging themes and trends, and translating them into Plain English for a variety of audiences. You will also be very comfortable working with numbers as you'll be monitoring large volume of data.

We welcome applications from individuals with experience in housing services, including those gained within a local authority or similar setting

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.

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

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

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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



Job Description

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|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----|
| Date Prepared: | December 2025 | | |
| Post Title: | Housing Reports & Data Officer (0.5 FT Hours) | | |
| Post Number: | 2769 | Grade: | 5/6 |
| Directorate: | Community Wellbeing | | |
| Section Head: | Group Head Community Wellbeing | | |
| Report To: | Team Leader: Housing Data & System Management | | |
| General Duties: | <ul style="list-style-type: none">• Ensure compliance with regulatory standards across housing-related activities.• Extract, analyse, and present data in clear reports for policies, strategies, and funding bids.• Provide technical support and training for housing systems, including creating documentation. | | |
| General Responsibilities: | <p>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.</p> <p>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.</p> <p>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.</p> | | |

Particular duties and responsibilities:

1. Carry out all essential tasks in relation to the Council's compliance with regulatory standards.
2. Using own initiative and working with colleagues in the wider Housing Strategy & Policy team, ensure that data is collected, stored and utilised in an appropriate way, in line with the Council's data protection policies.
3. Extract and analyse data to be used in reports, policies, strategies and funding bids, translating as necessary into reports in Plain English for a variety of audiences. Such requests may be at short notice and come from any level within the management hierarchy.
4. Work with colleagues within the Housing Strategy & Policy to ensure that all government returns are completed accurately and on-time. This will involve personal responsibility for a suite of returns, supporting colleagues with their suites as necessary.
5. Provide technical support for housing-related systems to colleagues, which may include providing bespoke group or one-on-one training, as well as the production of training documentation.
6. Support the Council's Data Protection Officer to fulfil the Council's obligations with respect to the rights of data subjects under the data protection and information rights legislation, including responding to Freedom of Information requests and Subject Access Requests.
7. Develop and maintain a knowledge of relevant technological and systems capability which could enhance the service offer, making recommendations to the Strategic Lead, Housing where appropriate.
8. Carry out such other duties as may be required by your Group Head / Deputy Chief Executive 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: Housing Reports & Data Officer

Post number: 2769

| Key job requirements | Desirable/ essential | Testing mechanism |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Skills Exceptional ICT skills on the Windows platform, including Microsoft Office and particularly Excel, with the ability to provide support to colleagues. Critically challenge service providers to achieve and exceed performance measures. Ability to extract and analyse data and translate into Plain English for a variety of audiences Effective communication, both written and verbal. Excellent numeracy skills. | Essential Essential Essential Essential Essential | App form / Interview / Test App form / Interview App form / Interview / Test App form / Interview / Test App form / Interview / Test |
| 2. Experience Experience of working in housing services, ideally within a local authority or a similar sector, or the ability to demonstrate transferable skills relevant to this role. Demonstrable experience of organising and manipulating large volumes of data, and the ability to identify emerging themes, trends and visualise them effectively. Implementing / developing / transforming ICT processes to drive efficiencies and improvements. | Essential Essential Essential | App form / Interview App form / Interview / Test App form / Interview |

Post: Housing Reports & Data Officer**Post number: 2769**

| Key job requirements | Desirable/ essential | Testing mechanism |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------|
| Experience of working with a range of partner agencies, providers and practitioners | Essential | App form / Interview |
| Using Locata / Idox EDMS systems. | Desirable | App form |
| 3. Knowledge | | |
| Knowledge and understanding of data protection principles and how they relate to commissioned services and data analysis. | Essential | App form / Interview |
| Understanding of the needs of clients accessing homelessness services, and the current national, regional and local housing priorities. | Essential | App form |
| 4. Qualifications | | |
| Educated to A-Level or equivalent, including higher than a C in English and Maths, or relevant significant experience in a similar role. | Essential | App form / Interview |
| Chartered Institute of Housing qualification | Desirable | App form |
| 5. Personal Qualities | | |
| Attentive to detail. | Essential | Interview |
| Organised. | Essential | Interview |
| Flexible and adaptable work style and attitude. | Essential | Interview |
| Patient. | Essential | Interview |
| Self-motivated | Essential | Interview |
| 6. Special Requirements | | |
| This role is hybrid, includes office and home working. Basic IT equipment will be provided, but candidates will be required to have a suitable environment at home from which to work and have broadband internet available for work use. | Essential | App form / Interview |