

Job Description

Asylum Lead Officer

Service:	Equality and Cohesion Service	Team:	Refugee Integration Team
Location:	Preston County Hall		
Grade:	7		
Reports to:	Muhsin Mzee	Staff responsible for:	0

Job Purpose

Lancashire County Council are looking for an experienced Asylum Lead Officer to deliver on the key strategic priorities of the Lancashire Refugee Integration Team (LRIT). The Asylum Lead Officer will be the main point of contact within LRIT for a range of internal and external stakeholders responsible for the delivery of asylum services across the region. This could include but may not be limited to:

- UKVI
- Local Government
- Charity, Voluntary & Faith Sector
- Accommodation Providers
- Statutory Services (uniformed & non-uniformed)
- Health & Wellbeing
- Education & Training
- Housing
- Employment

The Asylum Lead Officer will be working with people in a range of accommodation settings, with a practical and solution focused attitude. They are required to be dynamic, adaptive, and responsive to the requirements of both the Refugee Resettlement Partnerships Officer and the Refugee Integration Team Contract Manager but will also be expected to work proactively. A key part of the role will be to identify and establish access to both essential and non-essential services, with a commitment to considering the successful longer term integration goals of the host communities and the asylum seekers themselves.

Accountabilities/Responsibilities

- The post holder will have broad refugee resettlement and asylum dispersal knowledge and experience and will use their reasoning, intellect and judgement to manage their workload, make decisions and proactively deal with issues
- Responsible for planning and prioritising the requirements of the service working to departmental policies and procedures
- Bring together health and wellbeing partners to ensure the needs of refugee and asylum seeker communities are being met
- Have a working knowledge of Safeguarding procedure and referral pathways

- Engage with Third Sector organisations, local authorities and other key stakeholders, providing relevant services within the scope of the role, with the aim to maximise the development of asylum and refugee communities in Lancashire
- Help develop and produce information and communications tools such as local area guides and online/virtual networks
- Develop and maintain effective relationships and communications with other agencies and service providers to share information, build working relationships and to ensure joined up commissioning and service provision, both within and outside Lancashire County Council
- Identify gaps in service provision, raise as appropriate and work with partners to implement improvements
- Work with the LA Housing teams and local agencies to assist those within their 'move on' period
- Lead on asylum sector partnership working where required
- Promote and raise awareness about the role's activities with your networks
- Help organise stakeholder networks and conferences
- Provide specialist advice and guidance to internal/external stakeholders, making technical/professional recommendations about community cohesion, community safety and community development for asylum seekers in Lancashire
- Identify opportunities for improvements to policies and procedures within the relevant fields, both internal and external, in order to improve professional practice
- Plan, control and manage projects delivering relevant services within the relevant fields and provide input to larger projects to resolve specific issues

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

Asylum Lead Officer

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Degree (or equivalent) in relevant subject plus two years' experience in a similar role

OR Significant vocational experience, demonstrating development through involvement in a series of demanding relevant roles.

Experience

- Minimum of 2 years of experience working in the refugee/asylum integration sectors
- Experience of working with asylum/refugee communities and community organisations, as well as other charity or faith groups
- Experience of working with health and wellbeing organisations, such as primary care, urgent care, maternity provision, public health etc.
- Experience of multi-agency forums and disseminating information across a wide range of stakeholders
- Experience of Education, Housing and Benefit challenges for migrant groups
- Experience of working with uniformed and non-uniformed statutory services

Knowledge and Skills

- Broad knowledge of asylum dispersal systems
- Knowledge of asylum and refugee integration
- Knowledge of local and national health frameworks and pathways
- Knowledge of Safeguarding
- Research and information management skills
- Communication interpersonal and intercultural communication skills
- Detailed understanding of the professional, regulatory, statutory and corporate frameworks/standards relevant to the role
- Sound analytical and problem-solving capability
- Strong planning and organisational skills, and the ability to multi-task
- Basic knowledge of project planning and delivery principles
- Excellent written and verbal communication skills, with good standards of accuracy and attention to detail
- Ability to exercise initiative and achieve objectives with minimum supervision.
- Ability to work effectively on your own or as part of a team
- Ability to work to deadlines and to be flexible to changing priorities

- Ability to manage own workload and take part in continuous professional development activities to improve own learning

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.