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**FW: Gypsy and Traveller Accommodation Officer (002).docx**

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**Japes, Vicky** <Vicky.Japes@york.gov.uk>

5 July 2022 at 17:04

To: Abbie North &lt;abbie@mhplanning.org&gt;, Stephen Pittam &lt;stephen.pittam@gn.apc.org&gt;, violet &lt;violet@ytt.org.uk&gt;, Michael Hargreaves &lt;michael@mhplanning.org&gt;

Cc: "Douglas, Ann-Marie" &lt;ann-marie.douglas@york.gov.uk&gt;, "Jones, Michael" &lt;Michael.Jones@york.gov.uk&gt;, "Bartle, Laura" &lt;Laura.Bartle@york.gov.uk&gt;, "Goodall, Gail" &lt;Gail.Goodall@york.gov.uk&gt;

Hi,

As discussed Please find attached a Draft job description for the Gypsy and Traveller accommodation officer post.

There is still work to do here before the post can be advertised, and we would really welcome your thoughts and comments. Please send any comments, amendments or additions through to me.

Apologies our Job descriptions are rather long and repetitive.

Thanks

Vicky

Vicky Japes | Head of Housing Strategy & Performance

t: 07983953379 | e: vicky.japes@york.gov.uk

My usual working days are Monday to Thursday 9am to 5pm

**City of York Council** | Directorate of Place

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**From:** Japes, Vicky  
**Sent:** 19 May 2022 15:47  
**To:** Jones, Michael <[Michael.Jones@york.gov.uk](mailto:Michael.Jones@york.gov.uk)>  
**Subject:** FW: Gypsy and Traveller Accommodation Officer (002).docx

Michael,

I wonder if the relationships bit, and working environment should be strengthened to include the need to develop positive and effective/ trusting relationships with the travelling community and their representatives.

This role really will have to work with and relate to everyone!

I think its good, a really interesting role.

Vicky

Vicky Japes| Head of Housing Strategy & Performance  
t: 07983953379 | e: [vicky.japes@york.gov.uk](mailto:vicky.japes@york.gov.uk)

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**From:** Southall, Denis <[denis.southall@york.gov.uk](mailto:denis.southall@york.gov.uk)>

**Sent:** 19 May 2022 15:17

**To:** Jones, Michael <[Michael.Jones@york.gov.uk](mailto:Michael.Jones@york.gov.uk)>; Japes, Vicky <[Vicky.Japes@york.gov.uk](mailto:Vicky.Japes@york.gov.uk)>; Douglas, Ann-Marie <[ann-marie.douglas@york.gov.uk](mailto:ann-marie.douglas@york.gov.uk)>; Waltham, Louise <[louise.waltham@york.gov.uk](mailto:louise.waltham@york.gov.uk)>

**Subject:** RE: Gypsy and Traveller Accommodation Officer (002).docx

Hi,

Suggest:

- Change xii to say Housing and council colleagues rather than naming specific posts as these may change.
- Given emails of today do we want to shift the emphasis to supporting people to develop sites rather than developing sites?  
Our preferred approach is for travellers / other orgs to develop small sites if poss.
- Something needed about transit site(s)

Regards

Denis Southall

Head of Housing Management and Housing Options

t: 01904 551298

e: [denis.southall@york.gov.uk](mailto:denis.southall@york.gov.uk) | [Colin profile](#)

I work flexibly and sometimes send emails early or late in the day. I don't expect anyone else to do the same.

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Housing Services | West Offices | Station Rise | York YO1 6GA

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Email your Housing Management Officer 

Please click on the link and create your account in Open Housing using your tenancy ref which starts 1900 or 600 or your application reference number 800

<https://www.york.gov.uk/OpenHousing>

**From:** Jones, Michael <Michael.Jones@york.gov.uk>

**Sent:** 19 April 2022 17:04

**To:** Japes, Vicky <Vicky.Japes@york.gov.uk>; Douglas, Ann-Marie <ann-marie.douglas@york.gov.uk>; Southall, Denis <denis.southall@york.gov.uk>

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Hi all,

We previously discussed the idea of utilising some of the S106 commuted sums for G+T accommodation to employ an officer. The purpose of this role is to project manage the expansion of the Clifton site and to look into opportunities for acquiring other sites and negotiating S106 money from developers where they are not providing traveller pitches on site. The plan is that this officer will sit in the Housing Delivery team as the clear focus is on new pitches. Clearly they will need to work well across services, not just housing.

I am not an expert in this but have put together a first draft of a JD. Could you please have a look and make any track changes if you think something is missing, isn't clear or is just wrong!? Also please let me know if you think others need to comment on this or forward it on yourself. Once we have agreed it I will get approval from Finance to take it through pay and grading.

All comments back by 3<sup>rd</sup> May please (when I am back from leave).

Regards,

Michael

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