**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Temporary Accommodation Procurement Officer | **Grade**: PO1 |
| **Section:** Temporary Accommodation Team | **Directorate:** Housing and Regeneration Directorate |
| **Responsible to following manager:**Deputy Temporary Accommodation Manager | **Responsible for following staff:** |
| **Post Number/s:**tbc | **Last review date:** Feb 2020 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

Responsible for the procurement and post tenancy management of private sector accommodation tor homeless applicants.

**Specific Duties and Responsibilities**

Responsible for the procurement of private sector accommodation within statutory guidelines, under each Councils’ sovereign housing duties and Homeless Code of Guidance.

To provide a tenancy sustainment service to both landlord and tenant following successful letting.

Responsible for the administrative functions in relation to offers of private sector accommodation, including the statutory discharge of duty and investigating suitability reviews.

Work within the relevant Government guidelines in relation to the Suitability Order 2012 ensuring properties and landlords meet required standards.

Working knowledge of the Housing Health and Safety Rating System, Welfare Reform, Universal Credit and ability to provide debt advice and income maximisation.

Provide advice and guidance to both landlord and tenant in relation to any change in housing legislation affecting the private sector. This can also include arranging Landlord Forums/Tenancy Training.

Promoting and developing the Councils’ housing procurement initiatives and schemes.

Responsible for developing links and partnerships with private sector landlords and letting agents and other providers of housing. .

Ensure that appropriate performance and financial information is maintained for statistical purposes. ,

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* To be able to carry out property inspections and viewings
* To be part of a duty team
* Must have use of motorised transport and be able to carry out visits and/or be able to carry out visits using public transport
* To work outside of normal working hours to cover emergencies
* To be able to work with vulnerable applicants
* As and when directed in response to service needs and to undertake the duties of an officer on property management and allocation team.

**Team structure**

**Person Specification**

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| --- | --- |
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| **Responsible to:**Deputy Temporary Accommodation Manager | **Responsible for:** |
| **Post Number/s:** | **Last Review Date:** Feb 2020 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| 1. Demonstrating relevant benefit information in order to advise clients on income maximisation
 | A & I  |
| 1. able to apply the relevant suitability order and codes of guidance relating to private sector within the context of the role
 | A & I |
| 1. to have understanding and knowledge of the HHSRS
 | A & I |
| **Experience**  |
| 1. To have a working knowledge of complex legislation applicable to the post in particular, homeless legislation, guidance, case law, practice and landlord and tenant law
 | A & I  |
| 1. Good practice around property inspections
 | A & I |
| 1. Proven excellent communication skills in dealing with applicants, particularly those with particular medical/disabilities.
 | A & I |
| **Skills**  |
| 1. The ability to work effectively in a busy, pressurised environment within a team in any location. As well as being able to adapt quickly when priorities and targets change.
 | A & I |
| 1. The ability to apply working knowledge of complex legislation applicable to the role in particular, homeless legislation, case law, welfare benefits, relevant Codes, as well as landlord and tenant law.
 | A & I |
| 1. To be able to understand to good practice in property management. To demonstrate the ability to undertake inspections in and out of the borough relating to health and safety standards in the private rented sector.
 | A & I |
| 1. The ability to communicate mediate and negotiate effectively , in writing and verbally, with applicants landlords, letting agents, other teams and external agencies.
 | A & I |
| 1. The ability to adapt your approach effectively to work with and support vulnerable clients
 | A&I |
| 1. To be able to proactively pursue and maintain links with landlords and letting agents in order to maximise opportunities for procurement of properties.
 | A & I |
| **Qualifications**  |
| 1. Maths and English GCSE grade C and above or equivalent
 | A & C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**