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

**Job Description**

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| **Job Title:**  Temporary Accommodation and Procurement Manager | **Grade**:  PO6 |
| **Section:**  Allocation and Provision | **Directorate:**  Housing & Regeneration |
| **Responsible to:** Head of Housing Services (Allocations and Provisions) | **Responsible for following managers**  2x Deputy Temporary Accommodation Managers (PO4)  x Deputy Procurement Manager (PO4) |
| **Post Number/s:**  RWH5500 | **Last review date:**  Dec 2021 |

**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**

To be responsible for ensuring the allocation and supply of cost effective, suitable temporary and settled accommodation are available for allocation to meet the Councils’ statutory duties.

**Specific Duties and Responsibilities:**

To develop, deliver and promote the procurement and management of competitively priced temporary and settled accommodation, across a range of schemes, provided by registered providers, private sector, and other types of landlords

1. To ensure appropriate and prompt allocation of properties available to the Council to meet the Councils’ statutory obligations in line with current legislation and Codes of Guidance.
2. To ensure that use of Bed and Breakfast type accommodation is kept to a minimum and is only used in emergencies.
3. To ensure that all properties procured for the Councils’ use meet the statutory health and safety standards, as well as the terms/fees/incentives are cost effective to the Councils and within audit guidelines.
4. To be responsible for ensuring that all B&B and other 3rd party temporary accommodation is inspected regularly for occupancy checks, to ensure relevant health and safety requirements are met
5. To be the housing lead for MARAC and attend statutorily convened or otherwise multi-disciplinary meetings/forums.
6. To assist in the drafting of reports to the scrutiny and decision-making Committees of both Councils and to present them as necessary. To provide confidential advice to elected members and Chief Officers on all aspects of the post holder’s responsibilities. To act as a witness in litigation related to the duties of the post, as directed. As and when directed to work in either borough.
7. To lead on the development of the temporary accommodation and procurement strategy to ensure long term supply of competitively priced suitable accommodation to meet the Councils’ statutory and policy aims. To develop and promote the Council’s schemes to ensure maximum uptake from landlords and forge links to ensure long term supply.
8. To implement joint working with 3rd party suppliers/agents in procuring private sector properties. Responsible for creating and monitoring appropriate performance targets, procedures, and budgets.
9. Responsible for delivering an effective post letting service, and other incentives to encourage landlords to offer their properties to the Council
10. Act as a lead officer for any enquiries and or complaints from councillors, members, local government ombudsman, as well as any requests under the Councils’ interim duty and Section 202 of the Housing Act (as amended).
11. To monitor budgetary spend against forecast, taking corrective action where pressures occur, and ensure payments are accurately recorded within audit guidelines.
12. To manage, motivate and lead three teams of officers who negotiate and mediate to procure properties within agreed incentive packages, who allocate temporary accommodation across thousands of placements and who ensure that such placements are safe and suitable.
13. To lead for both Councils on sub-regional and pan London temporary accommodation initiatives, to improve standards and/or to achieve best value. To develop and maintain effective networks across boroughs who use the same temporary accommodation providers.
14. To provide training within Housing Services and other Departments to provide an understanding of the role of Temporary Accommodation and establish contacts with key agencies.

**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 manage any financial incentives and ensure project schemes payments are made within Council’s guidelines and in within budgetary requirements.
* Must have use of motorised transport to carry out visits around and outside of the boroughs and/or be able to carry out visits using public transport
* Be prepared to work outside of usual working hours to cover emergencies, particularly for decants
* To be part of duty team where necessary
* Carry out property inspections
* To assist in the management of the Property and Allocation team to ensure effective service delivery.

**Current team structure**

**Person Specification**

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| **Post Number/s:** | **Last Review Date:**  **December 2021** |

**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 explanation)** |
| **Knowledge** | |
| Detailed knowledge of homeless legislation and relevant Codes of Guidance | A&I |
| Able to apply Landlord and Tenant legislation including health and safety | A&I |
| Good practice around procurement of properties | A&I |
| Welfare reforms | A&I |
| Domestic Abuse legislation and MARAC procedures | A&I |
| **Experience** | |
| Managing a multi-disciplinary team within a performance framework | A&I |
| Dealing with landlords and negotiating rates | A&I |
| Working in an environment dealing with homeless applicants | A&I |
| **Skills** | A&I |
| Ability to identify and implement service improvement changes | A&I |
| Able to identify and create links with key agencies and departments | A&I |
| Excellent negotiation and communication skills | A&I |