 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			713175
Job Title	Accommodation Procurement Officer		
Service	Place and Growth, Economy and Housing	Team	Homelessness and Housing Needs
Location	Shute End/ flexible home working		
Reports to	Team Leader - Temporary Accommodation and Resettlement		
Responsible for	N/A		
Grade	Type of position:		Date
7	Full time		19/02/2024
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<p style="text-align: center;"><u>Service Purpose</u></p>			
<p>To support the Council's strategic and operational objectives in relation to the delivery of services to residents who are in housing need, homeless or threatened with homelessness.</p>			
<p style="text-align: center;"><u>Purpose of the role</u></p>			
<p>The purpose of the role is to work alongside our Homelessness Prevention Officers to prevent and relieve homelessness in the borough by supporting households to move on to more suitable accommodation.</p>			
<p style="text-align: center;"><u>Main Accountabilities</u></p>			
1	Establishing a network of new accommodation providers by engaging with existing and prospective landlords and letting agents.		
2	Conducting thorough property inspections to ensure compliance with standards and regulations under the Housing Act.		

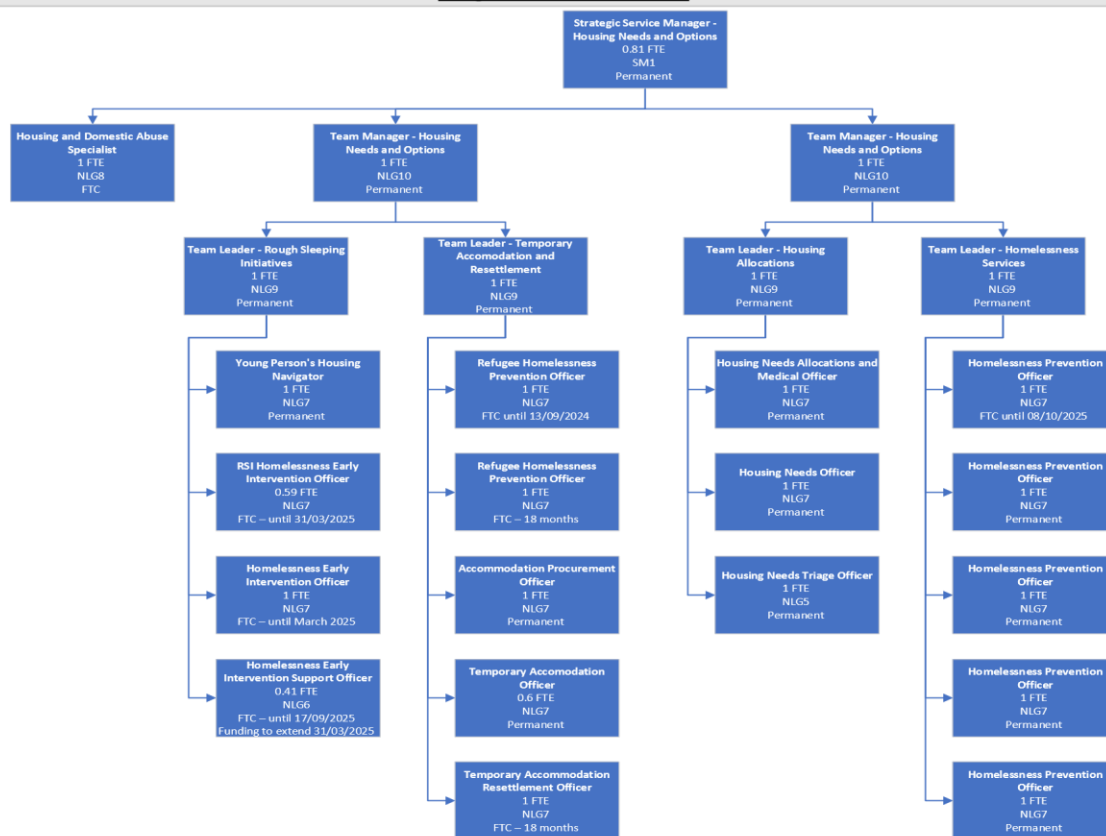
3	Adhering to procurement processes and compliance checks to maintain organisational integrity.
4	Promoting uptake of our Rent Guarantee Scheme and to organise and manage landlord forums to increase participation of landlords accessing the scheme.
5	Coordinating property viewings and managing landlord payments and incentives.
6	Provide housing management support to all properties under the Rent Guarantee Scheme. This will include regular inspections and taking out enforcement action where required.
7	To support households in temporary accommodation and other insecure housing to access the private sector and to also liaise with landlords and agents on behalf of households to secure privately rented accommodation.
8	Inspecting and procuring suitable properties to meet business needs and demands efficiently.
9	To make emergency and temporary accommodation placements for homeless households and to access the suitability of the placement.
10	Working with the Temporary Accommodation Scheme Manager to facilitate timely sign-ups for temporary accommodation placements and providing cover to support various functions of the temporary accommodation service. This includes managing fob keys, facilitating access for partnership agencies to our temporary accommodation schemes, and overseeing access to CCTV systems as needed.
11	Conducting regular visits to households residing in temporary accommodation to assist them in maintaining their licenses, addressing any issues and providing support to facilitate their transition to permanent accommodation in a timely manner. This includes offering guidance, resources, and advocacy to ensure successful outcomes for residents.
12	To attend professional meetings, multi-agency case conferences and safeguarding reviews.
13	To provide excellent customer care and to deliver improved outcomes to all households who present as homeless or threatened with homelessness.
14	To work within statutory, Council and Government guidelines to ensure statutory compliance in the delivery of the service.
15	To maintain a high level of professional knowledge around relevant legislation and case law.
16	Fulfil ad-hoc duties and tasks as assigned by the Council, demonstrating flexibility and adaptability to cover additional responsibilities and maintain seamless operations across different functions and initiatives.
Supervision Received	The post holder will report directly to Temporary Accommodation and Resettlement Team Leader and will receive ongoing and regular support and supervision which will include monthly one to one sessions.
Supervision Given	N/A

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

Contacts & Working Relationships	<p>The role is customer facing and requires collaboration with various internal and external stakeholders. The primary contacts and working relationships for this position include:</p> <ul style="list-style-type: none"> – Colleagues within the Homelessness and Housing Needs Team: Regular joint working with team members to address homelessness issues. – Two Saint Rough Sleeper Outreach Service: Frequent communication to identify and support individuals at risk of rough sleeping, coordinate outreach efforts and provide necessary interventions. – Housing Rents and Benefits: Collaboration with rent service to ensure rough sleepers receive the necessary financial support and assistance to sustain their tenancies. – Community Safety: Work with Community Safety Teams to address safety concerns related to rough sleeping, including engaging in crime prevention measures and safeguarding vulnerable individuals. – Adult’s and Children’s Services: Regular interaction with adult and children’s service departments to provide support, guidance and appropriate referrals for rough sleepers with
---	--

	<p>specific needs or dependents.</p> <ul style="list-style-type: none"> – Community Mental Health: Close coordination with community mental health services to identify and support rough sleepers experiencing mental health challenges and ensure they receive the required mental health support. – Drug and Alcohol Services: Collaboration with drug and support agencies to provide assistance, referrals and access to appropriate services for rough sleepers struggling with substance abuse issues. – Probation: Communication and partnership with probation services to assist rough sleepers who are under probationary supervision, providing support and facilitating access to housing and other necessary resources. – Police: Regular contact with the local police to address safety concerns, anti-social behaviour and any criminal activities related to rough sleepers. – Third Sector Partners: Engagement with various non-profit organisations, charities and voluntary sector partners involved in homelessness prevention and support. Please note that the above list is not exhaustive, and the Rough Sleeping Initiatives Navigator may also interact with other stakeholders, organisations or individuals as necessary to fulfil their role effectively.
Management of resources or budget	N/A
Special Factors	Enhanced DBS check required.

Organisation Chart



Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

<u>Person Specification</u>		
Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.		
Qualifications	Essential	Desirable
Educated to GCSE grade C or above in Maths and English (or equivalent)	E	
Relevant qualification, or equivalent experience in a Housing-related subject or job role	E	
Professional membership of CIH		D
Technical Skills.	Essential	Desirable
Good IT skills including officer software such as Microsoft Word, Outlook, PowerPoint and Excel	E	
Ability to use Housing Jigsaw and NEC systems.		D
Good oral and written communication skills and ability to adapt communication styles for different client groups	E	
Ability to write legal notifications and decision letters	E	
Ability to complete financial assessments	E	
Ability to extract and assess important information	E	
Ability to make constructive enquiry	E	
Knowledge	Essential	Desirable
Good knowledge of Homelessness legislation including the Housing Act 1996, the Homelessness Reduction Act 2017 and other relevant legislation	E	

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

Good understanding of the range of housing options available to households in the borough and an awareness of how to	E	
access these options		
Good understanding of housing law, landlord and tenants' rights and responsibilities, Social Housing Allocations, Prevention of Eviction Act, Domestic Abuse Act, Children's Act		D
Good working knowledge of welfare benefits including Housing Benefit, Universal Credit and Local Allowance rules and exemptions.		D
Experience	Essential	Desirable
Experience of providing housing advice and assistance	E	
Experience of working with households to prevent or relieve homelessness	E	
Experience of working with households with complex needs	E	
Experience of multi-agency working	E	
Previous experience of working in a frontline housing service	E	
Experience of investigating Part 7 Homelessness Applications and making Section 184 decisions		D
Experiencing of developing Personalized Housing Plans		D
Completed by:	David Higgins	Date: 19/02/2024

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.