

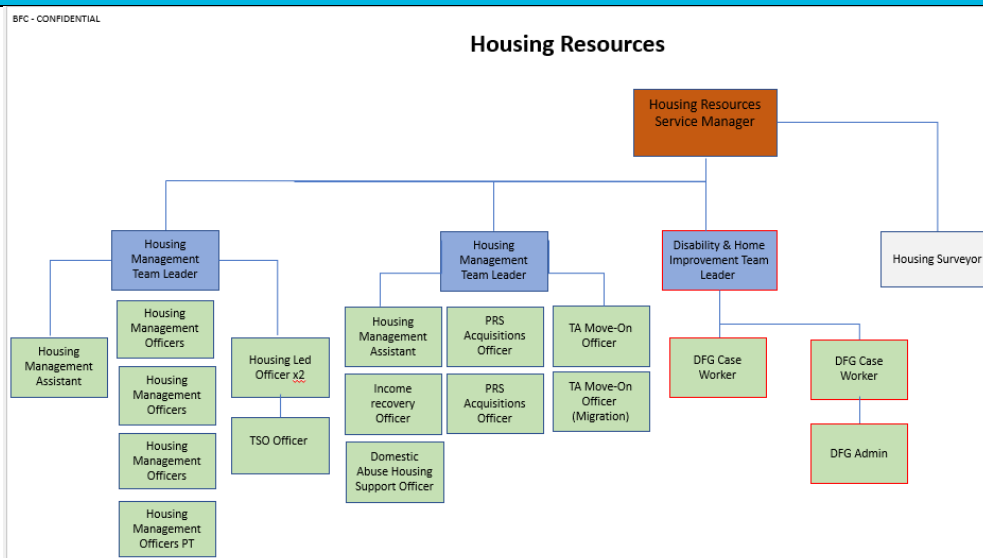
JOB DESCRIPTION

Job Title:	PRS Acquisitions Officer – 12-month fixed term contract		
Directorate:	People	Salary:	£37,563 - £42,123 per year plus £753 London Weighting plus £963 Essential Car User Allowance
Section:	Welfare & Housing Service	Grade:	BG-G, SCP 25 - 30
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- This role will lead on ensuring that vulnerable people will receive the support that they need to navigate housing options at a local level.
- To identify cost effective opportunities to acquire accommodation in the private rented sector as well as temporary accommodation taking into account the cost to the service, welfare benefit legislation and rental housing market.
- To deliver an efficient, high quality and customer-focussed service for a diverse client group including high numbers of vulnerable and disadvantaged households.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. To be responsible for administering a Transitional Insurance Scheme for private landlords in order to secure properties for single homeless households and maintain a database of all landlords to, monitor all financial transactions for those who have let their properties through the Transition Insurance scheme and in order to maximise opportunities for the procurement of properties for Bracknell Forest residents.
2. To actively procure private landlords in Berkshire and surrounding counties who are willing to offer their properties to customers owed a prevention and relief duty by the council under Part VII of the Housing Act 1996 (as amended) including temporary accommodation and private rented properties. To visit properties to assess suitability and match up prospective tenants. Ensure compliance amongst private landlords with health and safety requirements under the Housing Health and Safety Rating System (HHSRS).
3. Find and inspect bed and breakfasts and other nightly lets to be used for emergency/interim accommodation where required providing evidence of Fire Risk Assessment, Gas and Electric Safety Certificates and Public Liability Insurance.
4. To negotiate and agree financial incentives for landlords and letting agents to secure the most economically advantageous proposal for the council as well as promoting the benefits of Transitional Insurance in place of a cash deposit explaining the procedure in cases where the landlord would need to make a claim. Securing reduced LHA rates where possible.
5. To arrange and accompany clients to viewings of properties and pre-inspect properties to ensure that pre tenancy checks have been completed, confirm the right to rent and assess suitability and affordability to pay rent/charges. Providing advice and guidance to tenants and landlord responsibilities. Issuing offer letters to customers.
6. To make or assist with funding applications, budgeting loans or charitable grants as appropriate for clients needing additional assistance with setting up their home.
7. To identify additional support needs of clients and make appropriate referrals to specialist agencies as required.
8. To contribute to meeting the requirements of the Homeless Reduction Act 2017, in its Relief and Homeless duties by working collaboratively with the Housing Options Team to provide suitable temporary and private sector accommodation. Undertaking suitability and affordability assessments where required and discharge duty under PRSO.
9. Liaise with customers, statutory organisation, advocates and third sector providers regarding complexities regarding private rented sector acquisitions to arrive at effective housing solutions for customers including those with vulnerabilities and support needs for example mental health and substance misuse.
10. To adhere to policies and procedures relating to the Safeguarding of Children, Young People and Vulnerable Adults.
11. Have an understanding of and keep up to date with housing and other related legislation, including homelessness, allocations, landlord and tenant legislation,

benefits and welfare rights, immigration and asylum, matrimonial and family law, and other matters of a similar nature

Scope of role

The postholder will be expected to negotiate and make decisions to secure property based on their own judgement of the most economically advantageous position for the council and report to the budget holder to approve final decisions on expenditure.

The post involves lone working and visiting vulnerable clients and the postholder will be required to use council’s laptops in that context which will hold category 3 level information.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council’s Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only



PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	A good level of education so that financial assessments and calculations can be undertaken and also good written abilities to produce reports, case notes, assessments and referrals for partner agencies. At least A-C grades at GCSE/or equivalent in Maths and English language. Excellent IT skills.	Relevant training/qualifications. Project management qualifications.
Competence Summary (Knowledge, abilities, skills, experience)	Experience of project delivery in a similar service (homelessness). Experience of working with rough sleepers/homeless households. Knowledge of welfare benefits both national and local discretionary benefits and eligibility. Knowledge of insurance policy requirements in the private rented sector. Ability to manage and prioritise a varied case load of work within set deadlines. Ability to investigate ways in which to secure access to residential property. Experience of negotiating with landlords and letting agents to secure property on the most economically advantageous basis for the council. Ability to manage and record legal documents to establish the desired outcome. Knowledge of financial assessments and ability to undertake them. Knowledge of housing options including affordable housing, private	Experience of working in lettings or sales in the private rented sector. Experience of working within an insurance setting. Experience of project management in housing/homelessness service.

rented sector, low cost home ownership, mortgage rescue.

Experience of interviewing customers to gain a full understanding of their needs.

Experience of explaining options and the consequences to customers.

Experience of problem solving with customers and gaining agreement to a course of action.

Have experience in liaising with landlords within the private rented sector.

Knowledge of housing law and homelessness.

Knowledge of local housing market in Bracknell/Berkshire.

Excellent stakeholder management skills such as gaining confidence of landlords and letting agents.

Understanding of and commitment to the requirements for Safeguarding Children, Young People and Vulnerable Adults.

**Work-related
Personal
Requirements**

Good listening skills

Tenacity and ability to pursue solutions.

Excellent negotiations skills.

The post holder must hold a full UK driving licence and access to own transport.

**Other Work
Requirements**

The ability to converse easily with members of the public and respond effectively to questions in spoken English

**Role models
and
demonstrates
the
Council's
values and
behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by
demonstrating them in how we
behave every day.

All staff should hold a duty and commitment to observing the Council’s Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

