

Job Description

JOB TITLE	Private Rented Sector Enabling Officer
REPORTS TO	Housing Enabling Team Leader
DIRECT REPORTS	n/a
INDIRECT REPORTS	n/a

PURPOSE OF THE JOB ROLE

This role operationally delivers the placement of homeless households or those threatened with homelessness into the private rented sector. It may undertake this function directly or in conjunction with providers working for RBWM.

The role will require the post holder to hold a case work portfolio of households referred by colleagues within Housing Service. The aim of the case work undertaken will be to facilitate a sustainable letting for the household within the private rented sector. To achieve this outcome, the post holder will work closely with agents, providers and landlords within the private sector and make optimal use of the incentives and tools RBWM has, to encourage such involvement.

The role plays a key part in delivering an operational element of RBWMs temporary accommodation reduction strategy.

MAIN DUTIES AND RESPONSIBILITIES

- To operationally deliver RBWM use of the private rented sector to prevent homelessness and reduce the use of temporary accommodation. This activity may be undertaken by directly manage staff or via agents or providers contracted to the local authority.
- To proactively manage a case load of households requiring a move into the private rented sector. To support and advise this cohort to achieve sustainable outcomes.
- To contribute to the development of policy, strategies and policies required by a local authority housing service.
- To maintain and cultivate a series of relationships with landlords, agents and other providers of private rented sector accommodation. To negotiate with such parties to achieve sustainable lettings for households within the case work cohort.
- To maintain a good knowledge of the local private rented sector and apply such knowledge to serve the best interests of the Borough.

This job description outlines the main duties and responsibilities but does not detail every task required for service delivery. You may be asked to take on additional duties at an equivalent level, on a temporary or permanent basis.

GENERAL RESPONSIBILITIES

Standard responsibilities that apply to all council staff or specific groups are set out in the [Employee Handbook](#), these include:

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Our corporate values
- Budget management
- Specific responsibilities for managers

Local operating procedures and specific activities/tasks will be supplied by the service.

PERSON SPECIFICATION

Qualifications/Education/Training	<p>Essential: Good level of education.</p> <p>Desirable: Relevant professional qualification or membership of a professional body such as the CIH.</p>
Experience	<ul style="list-style-type: none"> • Experience of undertaking work in with private sector landlords. • Experience of delivering operational services within a local authority, registered provider, private or public sector consultancy, government agency, charitable body or private sector landlord.
Skills, Abilities and Competencies	<ul style="list-style-type: none"> • Knowledge of the social housing environment, and the statutory duties of a local authority with respect to housing and homelessness. • Knowledge and understanding of IT and data issues within the public sector. • The ability to operate effectively under pressure, to make independent decisions and to

Humility, Empower, Respect, One Team.

	<p>plan and prioritise a dynamic workload.</p> <ul style="list-style-type: none"> • To be highly motivated and committed to achieve results efficiently and effectively. • Good communication skills to enable effective relationships to be built with partners, and stakeholders.
Specific Working Requirements	<ul style="list-style-type: none"> • Attendance at evening meetings, visits, and inspections as necessary.

OTHER/SPECIAL REQUIREMENTS	
DBS check required for this role	Basic
Is this role “politically restricted”?	No

ADDITIONAL JOB DETAILS	
Job Grade	6
Directorate	Place
Service Area	Housing and Public Protection