

JOB DESCRIPTION



DIRECTORATE	Place & Climate Change
SERVICE	Housing and Regeneration
POST NUMBER	TBC
POST TITLE	Housing Private Sector Procurement Officer
POST GRADE	Local Salary Scale S6
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Housing Solutions Manager
RESPONSIBLE FOR	N/A
JOB PURPOSE	To promote Rother's engagement with the Private Rented Sector. To work closely with Private Rented Sector landlords and other letting agencies to increase positive housing outcomes. To build upon the reputation of the Rother Tenant Finder

MAIN AREAS OF WORK	
1	To undertake specific duties relating to finding suitable accommodation within the Private Rented Sector to increase the availability of affordable accommodation to homeless households
2	To be responsible for increasing the availability of good quality private sector rented accommodation through negotiations with private sector landlords and other agencies
3	To develop a toolkit of options in order to access suitable and affordable private rented sector accommodation
4	To promote the Rother Tenant Finder and Leasing schemes
5	To promote the Council's toolkit of PRS options in order to appeal to Private Rented Sector Landlords and agents
6	To maintain professional working relationships with public, private and voluntary sector agencies and liaise with these agencies as required, ensuring clients are provided with a seamless service to meet their housing and support needs
7	To assist the Housing Managers with the preparation of information required for statistical purposes
8	To ensure that the KPIs for this service area are met and provide update reports regularly as part of performance management requirements
9	Respond, within target time, to all enquiries received from customers, colleagues, or other agencies regarding housing related matters
10	To ensure that all the properties which the Council procures is compliant with HHSRS, Health & Safety Legislation and Rother District Council Policy and Procedures
11	To work with the Council's Environmental Health Team to ensure appropriate measures are in place to manage the different PRS scheme requirements
12	To participate in corporate and service specific training as required in order to maintain high standards of personal knowledge and skills

13	Respond empathetically with clients, showing an understanding of their needs, whilst maintaining professional standards when communicating; ensuring client confidentiality and adhering to General Data Protection Regulations at all times
14	To contribute when required to the implementation of the Council's District Emergency Plans
15	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
16	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
17	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service

PERSON SPECIFICATION



POST TITLE	Private Sector Procurement Officer	
DIRECTORATE	Place & Climate Change	
SERVICE	Housing and Regeneration	
POST GRADE	Local Salary Scale S6	
	Essential	Desirable
Qualifications		
Minimum GCSE level or equivalent including Maths and English	X	
Experience		
Minimum two years' experience in a customer focused environment	X	
Experience in using Microsoft software, including, Word and Excel	X	
Skills and Abilities		
Excellent verbal and numerical reasoning	X	
Clear communication both verbally and written	X	
Time management	X	
Work under pressure and deal with unforeseen and urgent demands	X	
Deal with members of the public in a courteous and efficient manner	X	
Work as part of team	X	
Flexible and adaptable approach to working practices	X	
Excellent administrative skills including computer literacy	X	
Good negotiating skills	X	
Training		
Indication of willingness to undertake professional development	X	
Knowledge		
General housing issues and relevant legislation	X	

Dec 2022