

Job Profile Accommodation Placements Adviser

Job Title: Accommodation Placements Adviser

Job Grade: Level 3, Zone 1

Salary Range: £31,434 – £36,110

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

We have an exciting opportunity for three experienced Accommodation Placement Advisers to make informed decisions about housing applications (this does not include homelessness decisions), allocate temporary and permanent housing and support council tenants to move in accordance with the homelessness accommodation strategy and placement policy, housing allocations scheme and other council policies and priorities. You will also be providing a casework service that contributes to improved wellbeing, resilience and reduced poverty through activities such as preparing prospective social housing tenants to sustain their new home.

About you

To be considered for this post the successful candidate must have at least 1 years' experience assisting residents with housing issues in a similar post. You will be providing a timely comprehensive and customer-focused assessment and casework service to applicants for social housing, mutual exchange and other housing options for social housing tenants including statutory reviews of decisions made under the housing allocations scheme. The ideal candidate will have the ability to work proactively and collaboratively with colleagues. No formal qualifications are required for the role but a high standard of general education with an ability and willingness to learn to housing processes and have an understanding of homelessness.

Work Environment:

Camden's main offices are located in modern, award-winning offices at King's Cross. You can expect an exceptional range of benefits including discounted access to the onsite leisure facilities with swimming pool, recognition and reward for high performance with progression and pay increases, flexible and agile working hours and access to a leading pension scheme.

Camden is proud to be the country's first Timewise council and as part of this accreditation, we work to help parents balance work with childcare. This fits in with our aim to be leaders in innovative, flexible and part-time working that allows for different patterns of care and for parents to share childcare responsibilities.

People Management Responsibilities:

N/A

Relationships:

- Ability to work proactively and collaboratively with colleagues within and beyond the team to ensure that customers receive the best possible overall service.
- Strive to achieve objectives and follow instructions set by Managers
- Routinely put forward ideas for service improvement

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG