

Temporary Accommodation Supply Manager Job Profile

Job title: Temporary Accommodation Supply Manager

Grade: Level 4 Zone 1

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.

The ambition set out in We Make Camden is that everyone in Camden should have a place they call home, and the vision for Housing Services is to work deep into our neighbourhoods and within our communities to plan and continuously improve our services with people who use and rely on them, to deliver those services in an informed and responsive manner, and to ensure that provision of safe, secure and sustainable housing is a key pillar of Camden's work to increase social equality and achieve the best outcomes for Camden residents.

The council has a statutory responsibility to provide temporary housing to vulnerable households threatened with or have become homeless. The temporary accommodation supply manager will manage the team responsible for securing a supply of suitable and affordable accommodation to meet the council's statutory duty for those households requiring temporary accommodation.

About the role:

The temporary accommodation supply manager will be responsible for developing and leading the implementation of the temporary accommodation procurement strategy at Camden. They will be responsible for managing a team that procure accommodation in a legal, ethical, and accountable manner in line with property standards, legislation and health and safety regulations.

It is essential that the postholder develops and sustains effective relationships with relevant stakeholders and property providers to ensure a pipeline of temporary accommodation to meet the council's statutory duties.

Key duties of the role:

To manage key relationships between the Council and owners, landlords, managing agents, surveyors, valuers, estate agents, Registered Social Landlords and other professional bodies on matters relating to the property procurement and adequate supply of accommodation.

To manage a team procuring accommodation for all of the Housing Solutions Property portfolio in a legal, ethical, and accountable manner in line with

relevant legislation and health and safety regulations, including the handback process ensuring transparency and maximising renewal opportunities.

To implement service system to capture and monitor performance data against key performance indicators. To manage the performance and development of the service by ensuring team members have clear objectives and targets, through regular reviews in order to improve service delivery and customer satisfaction.

To be responsible for managing and responding to Members' enquiries and customer complaints within departmental, corporate, and legislative timescales and procedures.

To maintain a detailed knowledge of relevant housing legislation, landlord and tenant legislation and Council policy relating to the provision of accommodation including advising teams on legislative changes impacting on the service, including property prices and economic influences.

To manage budgets relevant to property procurement ensuring best value and financial efficiency. In collaboration with colleagues in the Finance department, developing and managing profit and loss accounts and exploring new revenue streams as appropriate.

To ensure the team carry out inspections of properties in order to assess their suitability for households in housing need, completing property inventories, and investigating persistent disrepair complaints. Ensure systems are place that all properties meet Health and Safety requirements and legislation and that information relating to Health and Safety is captured and updated.

To prevent abuses of process by landlords and to maintain an awareness of landlord fraud. To liaise with the Corporate Anti-Fraud Service (CAFS) in cases where prima facie abuses are identified and assist in the investigation and prosecution of cases as appropriate.

The recruitment, induction, and work allocation so as to ensure adequate levels of service and support etc. are maintained at all times and facilitating and evaluation of training and development needs, operating the Council's grievance, disciplinary, appraisal, performance and sickness absence and other procedures when required.

About you

We're looking for someone who is enthusiastic about our ambition to make Camden the best place to live and work. Above all, you will be passionate about ensuring that services are delivered in a relational way, with the best outcomes for residents at its heart.

In addition:

You are passionate about housing equality: You believe everyone has the right to a home that is decent, safe and warm, and to feel part of Camden's community.

You are proactive: You take action to address problems and support people as early as possible. You create change where change is needed, rather than waiting for change to happen and reacting to it.

You keep services accessible: You believe in working to make services approachable, transparent and easy – going the extra mile to meet the diverse needs of residents. If there is something you can't help with, you will find someone who can.

You take a caring approach: You listen, understand and have others' concerns in mind. You are happiest when residents are.

You believe in doing things together: Collaborating and connecting are at the heart of what you do, ensuring no one gets left behind. You know that residents are the experts on the housing and services they want and need, and you make sure they are heart in the work that you do.

Here at Camden, we are committed to ensuring everyone has a place they can call home, the services you and your team deliver to our residents will recognise that as a landlord we are more than just bricks and mortar.

Skills Framework

Skills Framework:

Proactive: Helping to prevent issues arising for residents, intervening early to offer support and let residents know about any other services they may benefit from, and how to access them. Sharing and acting on feedback from residents, to keep improving our services. Keeping accurate and clear records, so colleagues can access all the information needed.

Collaboration and communication: Working in a joined-up way with other teams, to act as one Council. If you can't help, you know someone who can. Speaking with colleagues and residents in a kind and helpful way, conveying information clearly, listening actively and resolving conflicts, being responsive and flexible. Building positive relationships with the local community, understanding diverse support and access needs.

Data, digital and systems: Using in relevant software and information systems including databases, property management software, and communication tools, is essential for efficient operations. Working with systems needed for the role, and an ability to record performance data in a clear and consistent way.

Equality, diversity and inclusion: Committed to, and will champion the council's ambition to make Camden a more equal, diverse and inclusive borough. An understanding of and respecting diverse cultural backgrounds, norms, and practices. An understanding of how to effectively engage with residents and stakeholders from various communities and promote inclusivity among team members and residents.

Safety and wellbeing: Understanding that safeguarding and health and safety are everyone's responsibility. Taking an active role in protecting residents' health, well-being, and human rights; enabling them to live free from harm, abuse, and neglect. Working effectively with survivors and perpetrators of domestic abuse. Being trauma-informed and supporting psychological safety.

Key relationships

The postholder will work closely with the TA Service Manager, along with colleagues across Allocations, Lettings and Private Housing Sector, as well as across Housing Solutions and Property Management. The TA Supply Manager will develop strong working relationships with property providers to ensure an adequate supply of temporary accommodation.

Work environment

The role will mainly be working from one of the Council's offices or TA hostel sites. However, the nature of the role will require you to undertake welfare and property inspections across our TA stock located within and outside Camden borough. Some home working may be available in agreement with your line manager.

The post holder may occasionally be required to work at weekends, early mornings or in the evenings. Home working is available in agreement with your manager. Visits will be necessary, as required, to see applicants at home or in other community locations.

Participation in the out of hours homelessness rota is required.

The post-holder will work in an "agile" way in line with the Council's move to a flexible and paperless work environment, prioritising their own work within the empowered and enabled team culture recognising and utilising the expertise of others where appropriate.

Post holders are expected to work on their own where it is safe to do so and have regard to the Council's lone working policies working with colleagues and partner agencies where appropriate.

The Post holder will work from home or from Council buildings in line with Council policies.

People management responsibilities

The post holder will report to the Temporary Accommodation Service Manager. This role has direct line management responsibilities for Temporary Accommodation Supply Officers.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, 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 and inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click Diversity and Inclusion for more information on our commitment.

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. And in line with our relational approach, face-to-face conversations with residents often result in a better customer experience, so staff who work directly with citizens are likely to be in more than they're not.

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