

Job Profile Information: PRS Placements Adviser

This supplementary information for PRS Placements Adviser is for guidance and must be used in conjunction with the Job Capsule for Job Level 3 Zone 1, Camden Way Category 1

Role Purpose:

- Maximise the supply of suitable, private rented homes made available to people in need of a placement in accordance with the council's homelessness accommodation strategy and placement policy.
- Contribute to success in meeting the ambitions of the council's private rented sector strategy through improving property standards, increasing supply and supporting a stronger voice for tenants.

Example outcomes or objectives that this role will deliver:

- Achieve targets for a supply of suitable, affordable PRS tenancies that meets demand
- Proactively and innovatively contribute to the development and delivery of schemes, attracting new landlords as much as possible, to procure PRS housing and achieve a supply of suitable, affordable PRS tenancies that meets demand in accordance with the council's homelessness accommodation placement policy.
- Provide the PRS access schemes in a way that continuously provide the best possible value to the council.
- Arrange placements into PRS access schemes that are sustainable and meet all agreed standards, so that our customers' well-being and resilience are maximised and poverty minimised.
- Provide high quality advice and assistance to our customers and accommodation providers as appropriate.
- Ensure all income generating schemes operate at maximum income.
- Ensure the needs of vulnerable children and adults accessing the service are met through the identification and addressing of support and care needs
- Identify and address our customer's equalities needs.
- Ensure that Council resources are protected and only allocated to those in genuine need by detecting and preventing fraud.

People Management Responsibilities:

Not applicable

Relationships;

- Establish and maintain top quality relationships (with the council's interests placed first) with private renting landlords and agents.
- 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

Work Environment:

- The role will mainly be based at 5 Pancras Square.
- Home working is available in agreement with your Manager.
- Visits to landlords, agents and homes made available to the PRS access schemes will be necessary as required.
- Attendance at external meetings will be required, sometimes outside normal working hours, such as at private renting sector industry events.

Technical Knowledge and Experience:

- No formal qualifications are required but a high standard of general education attainment is essential.
- Experience of procuring, managing or letting private rented sector housing is essential.
- Working knowledge of Housing Act 1996 Part VII is highly beneficial.
- Working knowledge of related legislation such as Protection from Eviction Act, environmental health legislation and welfare benefit legislation is beneficial.

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Housing Needs Group Structure Chart
(with effect from) October 2016

Head of Housing Needs Group

