

Person Specification



Job Title	Temporary Accommodation Move on Officer
Grade	S02
Service/Section	Temporary Accommodation
Directorate	Housing & Safer Communities

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
<ul style="list-style-type: none"> Knowledge of the Housing Act 1996 and the Homelessness Reduction Act 2017. 	E
<ul style="list-style-type: none"> Good understanding of the barriers faced by households in temporary accommodation and strategies to overcome them. 	D
<ul style="list-style-type: none"> Excellent communication and interpersonal skills, with the ability to build rapport with vulnerable service users. 	E
<ul style="list-style-type: none"> Understanding of safeguarding responsibilities and ability to identify and act on concerns appropriately. 	D
Skills and Abilities	
<ul style="list-style-type: none"> Good organisational skills and ability to prioritize a busy and demanding caseload, manage time effectively, and respond flexibly to service pressures. 	E
<ul style="list-style-type: none"> Ability to assess client needs, explain housing options, and manage expectations. 	D
<ul style="list-style-type: none"> Ability to work with internal teams (e.g. Housing Inclusion, Private Lettings Team, Temporary Accommodation) and external partners. 	E
Experience	

<ul style="list-style-type: none"> • Experience working with households in housing need, including those in temporary accommodation. • Experience assessing housing needs and developing personalized support and move-on plans. • Good knowledge of housing options, including private rented sector, social housing, and relocation schemes. • Experience of using IT systems for case management, reporting and correspondence. 	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E