

## Person Specification

<b>Job Title</b>	Temporary Accommodation Relocation Officer
<b>Grade</b>	SO2
<b>Service/Section</b>	Temporary Accommodation
<b>Directorate</b>	Housing and Safer Communities

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

Criteria	Essential/ Desirable
<b>Knowledge</b>	
1. Knowledge and understanding of housing and homelessness legislation, including the Housing Act 1996 (as amended) and the Homelessness Reduction Act 2017, and the local authority's role in the lawful discharge of homelessness duties.	E
2. Understanding of affordability and suitability assessments, particularly within the private rented sector (PRS) and for out-of-borough placements, ensuring compliance with statutory guidance.	E
3. Awareness of welfare reform, Local Housing Allowance, and the use of financial assistance schemes such as prevention funds, rent-in-advance, deposits, and the Household Support Fund/grant.	E
4. Understanding of safeguarding responsibilities and the importance of promoting welfare and wellbeing for vulnerable adults and children during relocation or resettlement.	D
<b>Skills and Abilities</b>	
5. Ability to identify, negotiate, and secure suitable accommodation through effective engagement with landlords, letting agents, and housing providers.	E
6. Ability to conduct detailed affordability and suitability checks and prepare clear, evidence-based recommendations for lawful discharge of homelessness duties.	E
7. Strong interpersonal and negotiation skills, with the ability to influence landlords and partners to secure affordable and sustainable housing options.	D

8. Excellent communication skills, both written and verbal, with the ability to produce clear reports, letters, and case notes, and explain complex information to households and partners.	E
9. Proven ability to deliver practical resettlement and relocation support, including coordination of removals, utilities, furniture, and linking families to local schools, health, and community services.	D
10. Good organisational and case management skills, with the ability to prioritise workloads, meet targets, and maintain accurate case records.	D

Experience	
11. Experience of relocation or resettlement casework, supporting homeless households to move into long-term, affordable accommodation in or outside the borough.	E
12. Understanding of the role of partner agencies to support and assist vulnerable people at risk of homelessness, and ability to build and maintain effective working relations with colleagues and partner agencies.	E
Equal Opportunities	
13. Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
14. Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E