



Post Title: Social Lettings Officer
Grade: F

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

To develop and implement improved access to and increase successful take up of sustainable private sector housing options.

To identify those at risk of housing crisis through data held by the Council and develop systems for early intervention to help sustain tenancies in the private rented sector.

To raise awareness across Private, Social and Voluntary sectors with a view to ensuring appropriate direct referrals from those organisations for private sector housing.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. To support the development and to deliver a range of preventative responses to homelessness and housing need utilising the provision of private sector housing resources in the city of Nottingham. Support the development of new schemes engaging the private rented sector as determined by Homelessness Strategy & the Housing Solutions Manager. Such schemes and initiatives will include, but will not be limited to:
 - Actively improve and develop relationships between the private rented sector and Housing Solutions, facilitating increased take up of private sector options by those in housing need and particularly those who may require emergency accommodation
 - Respond to landlord enquiries and to meet the needs of their tenants. This will include the inspection of property, arranging repair assessments and undertaking landlord checks.



- Work with tenants and landlords to develop action plans to prevent the escalation housing related debt and eviction, ensuring that referrals for specialist advice and tenancy support are made
 - Support the scoping and review of existing private rented sector initiatives with a view to improving efficiency and engagement of responses to the private sector for customers of Housing Solutions and Nottingham City Council
 - Liaise with the Department for Work and Pensions and NCC Revenue & Benefits department to assist with accelerated resolution of all claims impacting upon a persons housing and resolution of debt including; backdated claims, new claims, and payment of discretionary payments
 - Support the promotion of the Nottingham Private Rented Access Scheme amongst local private landlords and actively engage with landlords to understand their needs
2. To carry out inspection of properties assessing for suitability, reasonableness, hazards, safety and repair and to recommend and action remedial action as required
 3. To receive and respond to enquiries from members of the public facing housing difficulties by providing good quality advice and assistance on a range of housing issues with a focus on the prevention of homelessness
 4. To advocate on behalf of customers facing homelessness with the aim of gaining a housing solution and retaining accommodation for the customer where practicable
 5. To record all preventative work undertaken as a result of new initiatives within the Social Lettings Service including those contributing to the DLUHC performance indicators
 6. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
 7. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
 8. To be on call out of hours on a rota basis for the Social Lettings Service in order to respond to tenant emergencies

Numbers and grades of any staff supervised by the post holder:

None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising



officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by Debbie Richards

Date July 2023



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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.	✓	✓	
Service Delivery	Ability to raise awareness and inspire enthusiasm for a new initiative		✓	
	Good written and verbal presentation skills, including the ability to write letters and produce reports		✓	
	Ability to advocate and negotiate on behalf of citizens and to offer independent advice	✓		
	Experience of working in a pressurised front line service	✓		
	A commitment to deliver a high quality customer focussed service		✓	
	The ability to visit and inspect properties to identify issues relating to hazards, safety standards and disrepair; making recommendations of remedial action to be taken	✓	✓	
Technical Skills and Knowledge	Good operational working knowledge of housing legislation in both the public and private sector	✓	✓	
	Knowledge of Welfare and Housing Benefit payments and entitlements including knowledge of resolution of benefit enquires such as (but not exclusively) backdated claims, new claims, income maximisation and discretionary payments	✓	✓	



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	General knowledge of safeguarding		✓	✓	
	Ability to visit and assess property for design, space, and location for suitability		✓	✓	
Managing Data and IT	Understanding of data protection, customer confidentiality and information sharing as it relates to this role.		✓		
	Practical knowledge of IT Systems including a variety of software packages, the aptitude to learn new systems as required and an enthusiasm to maximise the use of IT systems to produce analysis and improve outcomes		✓		
Other Work Related Circumstances	Ability to work outside of office hours, and at various locations according to service needs		✓	✓	
	Satisfactory DBS at an enhanced level				✓
A - Application	AC – Assessment Centre	D – Documentary			