## Job description

### Structure information

Job title: Negotiator

Reports to job title: Negotiator Team Leader

Directorate: Homes and Adult Social Care

Division: Housing People Services

Section: Temporary & Supported Accommodation

Team: Housing Solutions

Job identification number (JIN): 2271

### Job purpose

To negotiate with landlords, investors and companies to acquire suitable private sector properties under leases, block booked or assured shorthold tenancy arrangements.

To undertake financial appraisals of the contract ensuring affordability and value for money. To ensure property compliance with current legislation.

### Principal accountabilities

1. Arrange a visit to the offered property, carry out research as to its rental value and discuss all schemes available to a landlord. Promoting the council and the different schemes available, enabling the landlord to make an informed decision.
2. Advise landlords of all necessary consents, grants and tax implications so that they can understand their obligations, potential benefits, and the necessary procedures, so that if they choose to proceed, there are no unexpected pitfalls that would jeopardise the conclusion of a contract.
3. Agree the length of the agreement and the condition of the property. Identify any works necessary to bring proposed property up to property standards.
4. To promote the advantages of the council’s leasing schemes to landlords, and to satisfy them of the benefits of the scheme.
5. To maintain a working knowledge of leasehold/freehold legislation, selective licensing and legislation relating to Houses on Multiple Occupation, Fire Safety requirements and general conveyance procedures.
6. To investigate property title and any changes or cautions with Land Registry. To check and sign off legal documentation ensuring documents are properly completed and the property is compliant with current legislation.
7. For properties secured for private rented tenancies, arrange and carry out viewings of clients with suitable affordability and introduce them to the Letting Agent or Landlord. Match the client to the property, arrange for paperwork and inventory to be done, ensuring compliance with current legislation.
8. To keep an up-to-date pipeline of properties in the acquisition stage and to produce reports and monitoring information on properties in the pipeline. Record property and landlord details on the department computer systems and other statistical information on computerised databases, ensuring adherence with confidentiality and Data Protection Act to produce reports on performance.
9. To liaise, with planning, conservation and building control and surveying on matters affecting properties offered to the council and will all relevant internal teams of property details as appropriate.
10. To re-negotiate contracts on lease and block booked contract renewal, having regard to current rates of Housing Benefits for various client groups and accommodation briefs in various Service Level Agreements. Liaising with other teams in Temporary Accommodation to review any areas of concern in terms of performance, or changes that might impact on the use of the property that need to be considered when re-negotiating the contract.
11. To deal with handing back properties to landlords in a timely manner, liaising with temporary accommodation regarding the moving on of clients. Fairly deal with any claim made for damages and rent considering the inventory at commencement and wear and tear.
12. To respond within timescales to routine correspondence, and verbal and written enquiries and complaints from landlords and contractors.

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

### Structure information

Job title: Negotiator

Reports to job title: Negotiator Team Leader

Directorate: Homes and Adult Social Care

Division: Housing People Services

Section: Temporary & Supported Accommodation

Team: Housing Solutions

Job identification number (JIN): 2271

### Essential criteria

#### Job-related education, qualifications, and knowledge

* Educated to Level 4 or the equivalent level of knowledge gained through experience.
* Substantial knowledge of the private property market and the factors which influence it.
* Good working knowledge of relevant legislation including Housing Acts, Landlord and Tenant Act and safety compliance.
* Good understanding of Head/Superior Leases and Legal Covenants.
* Excellent knowledge and understanding of Housing Benefit and Universal credit regulations particularly as it relates to temporary accommodation for various types of homeless household, to undertake a financial appraisal of a potential contract.

#### Experience

* Significant experience of property negotiation and/or property valuation within a local authority or private sector housing service.
* Experience of delivering customer focused service.

#### Skills and abilities

* Ability to organise and manage required property valuations, work alone as required and meet challenging performance targets.
* Confident and skilled communicator with the ability to convey complex legal documentation in Plain English.
* Intermediate IT skills to use the Microsoft office suite of products (or equivalent), update details on the department computer systems and other statistical information on computerised databases.
* Proven ability to negotiate effectively with contractors, staff, landlords to minimise costs and control expenditure.
* The ability to make clear and concise presentations of the schemes operated by the council, verbally and in PowerPoint.
* Ability to undertake risk assessments and recommend controls for various aspects of the service.

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* Ability and willingness to work and travel across the city and surrounding areas for regular valuations, either using a private vehicle or public transport.