

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: Negotiator (Temporary Accommodation)

JIN NUMBER:

REPORTS TO: Acquisitions Manager (Temporary Accommodation)

DEPARTMENT: Housing (Temporary Accommodation)

SECTION: Temporary Accommodation & Allocations

PURPOSE OF JOB

To negotiate with landlords, investors and companies to acquire suitable private sector properties under leases and block booked arrangements for use by temporary accommodation. To undertake financial appraisals of the contract ensuring affordability and value for money.

PRINCIPAL ACCOUNTABILITIES

1. To negotiate with landlords the terms under which the Council would take their property including the rent, terms and length of the agreement and the condition of the property. Identify any works necessary to bring proposed property up to property standards.
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. To promote and propagate the advantages of the Council's leasing block booked schemes to landlords, and to satisfy them of the benefits of the scheme.
4. To maintain a working knowledge of leasehold/freehold legislation, legislation relating to Houses on Multiple Occupation, Fire Safety requirements and general conveyance procedures.
5. To visit and inspect properties offered to the Council and assess their suitability for the scheme ensuring the landlord has a full understanding of the scheme and each party's responsibilities.
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.
7. To maintain close contact with Landlords, central Lender and Solicitor during the acquisition period and to ensure works are carried out to properties, advising landlords as necessary.
8. To ensure final inspection certificates, gas and electrical safety checks and service maintenance contracts for properties have been received/undertaken.

9. 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.
10. 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.
11. 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 taken into account when re-negotiating the contract.
12. To organise and deliver training for other teams/departments on procuring temporary accommodation, and including induction of new staff. To assist the Acquisitions Manager in reviewing the service in order to maintain and improve a quality service.
13. To actively update knowledge in terms of changing priorities, legislation, new developments.
14. To organise customer feedback and consultation for service users in conjunction with the Acquisitions Manager. To deliver and promote the delivery of excellent customer care.
15. To respond within timescales to routine correspondence, and verbal and written enquiries and complaints from customers, landlords and contractors.

Equalities

To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Health & Safety

You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

General

The list of duties in the job description should not be regarded as 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 as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

JOB TITLE: Negotiator (Temporary Accommodation)

GRADE: Scale SO1/2

DEPARTMENT: Environment, Development & Housing

SECTION: Temporary Accommodation & Allocations

ESSENTIAL CRITERIA

Job Related Education, Qualifications & Knowledge

- Substantial knowledge of the private property market and the factors which influence it.
- Good knowledge of rent levels and capital values.
- Good working knowledge of relevant legislation including Housing Acts, Landlord and Tenant Act.
- Good understanding of Head/Superior Leases and Legal covenants.
- Good communication and IT skills including the ability to convey complex legal documentation in Plain English.
- Knowledge of Health & Safety legislation.
- Excellent knowledge and understanding of Housing Benefit regulations particularly as it relates to temporary accommodation for various types of homeless household, in order to undertake a financial appraisal of a potential contract.
- Full clean driving licence.

Experience

- Demonstrable experience of property negotiation and/or property valuation.
- Experience of working within a local authority, RSL or private sector housing service.
- Experience of working within legislative and local policy framework.
- Experience of delivering customer focused service.
- Experience of working with a limited budget.
- Experience of working within a team including providing flexible cover for colleagues.

Skills/Abilities

- Ability to organise and prioritise own work and meet challenging performance targets.
- Proven ability to negotiate effectively with Contractors, staff, landlords and Contract Management to minimise costs and control expenditure.
- Ability to remain calm and assertive under pressure.
- The ability to make clear and concise presentations of the schemes operated by the Council.
- Ability to work to challenging targets in a resource constrained environment.
- Analytical and innovative problem solving skills.

- Ability to undertake risk assessments and recommend controls for various aspects of the service.
- Ability to work as part of a team, committed to providing an efficient service and excellent customer service.
- Ability to complete inspections and to work alone as required.
- Ability to work within policy and to create and implement working procedures.

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Inclusive Council Policy.

Other Requirements

- Excellent understanding of equalities issues, with the ability and commitment to promote and develop positive initiatives.
- Commitment to providing a fair service, which positively recognises and takes into account the differing needs and experiences of customers.