

Job description			
Job title	Temporary Accommodation Contract and Strategy Officer		
Grade	Grade L (Scp 32 – 33)		
Directorate	Regeneration & Economic Development		
Service/team	Temporary Accommodation		
Accountable to	Allocations and Temporary Accommodation Service Manager		
Responsible for	No responsibility for employees		
JE Reference	A5157	Date Reviewed	5/8/2025

Purpose of the Job

To be responsible for managing and developing the Council's approach to temporary accommodation. To ensure the Council fulfils its statutory duties and that they are completed in the most cost-efficient manner.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To develop the Council's strategy for delivering the Council's homeless temporary accommodation function.
2. To produce an annual plan of improvement to ensure that the Council's model of temporary accommodation delivery is cost effective and minimises subsidy loss to the Council.
3. To source properties suitable for use as temporary accommodation for purchase/leasing and to take the lead on the steps to bring the property online e.g. consultation with Elected Members and internal services, seeking approval and liaising with services to bring the property to practical completion for occupation.
4. To undertake procurement and contract management of temporary accommodation related services e.g. day to day management, cleaning, repairs, garden maintenance etc.
5. To implement a rolling programme of property inspections to ensure that accommodation provision meets the required standard and to develop a cyclical programme of decoration and repair.

6. To develop and maintain documented procedures for service activities and record keeping.
7. To monitor service charge collection rates and to initiate financial recovery of bad debts which exceed the agreed rate.
8. To monitor voids performance to ensure key performance indicators are met.
9. To liaise with property owners when required to resolve issues which could lead to temporary accommodation being void for an extended period.
10. To undertake a weekly review of existing temporary accommodation cases and to liaise with the Housing Solutions – Service Manager to identify solutions which will prevent blockages in the temporary accommodation provision.
15. To process and record supplier payments in a timely fashion.
16. To maintain effective knowledge of policy, legislative and research developments relative to the specialist fields of housing namely homelessness and allocations.
17. Prepare and present reports to Management team, Cabinet Members, Forums, Committees, and Working Parties.
18. To prepare responses to a range of enquires such as Freedom of Information Requests and those from residents, partners, Elected Members and Members of Parliament.
19. To undertake any other duties as may reasonably allocated to post holder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act).

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.