

Job Description

Division: Strategic Housing, Planning and
Post Title: Transportation Housing Project Assistant
Evaluation: EE745 483 Points **Grade: N6**
Responsible to: Private Rented Service Manager

Responsible for: N/A

Job Purpose:

To provide front line services in connection with the Private Rented Sector.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To deliver front line service to landlords and tenants including outreach work, advising and negotiating on all aspects of the private rented sector including, but not limited to, housing options and advice, housing management services and property conditions.
2. Develop and deliver practical and procedural interventions which promote improvement within the private rented sector.
3. Plan and implement intervention for services users and contribute to the monitoring and reviewing of these as necessary.
4. Deliver the aims and objectives of the Newcastle Rent Deposit Scheme.
5. Liaise with other Service Teams within the Council on matters relating to private rented sector.
6. Liaise and work in partnership with other agencies.
7. To handle cash in accordance with Directorate and Authority financial procedures.
8. Deliver and evaluate training and development programmes to relevant parties within the private rented sector.
9. Represent and promote the work of the service including facilitating meetings and events and providing written communication material for publication.
10. Maintain, update and monitor manual and computerised information systems including our website.

11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
12. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.