

# Job Description



South  
Cambridgeshire  
District Council

DEPARTMENT	LOCATION
Housing Services	Cambourne Business Park

JOB TITLE	POST NUMBER
Private Sector Leasing Administrator	

GRADE	SCP RANGE

RESPONSIBLE TO	RESPONSIBLE FOR
Private Sector Leasing Officer	-

HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED
VDU user/ lone worker (home visits, client meetings)

## Description Of Duties And Responsibilities

### Key Result Areas/Overview

To provide administrative support to the Shire Homes Private Sector Leasing scheme,

### Dimensions of Job

To monitor rent accounts, repairs and financial arrangements with landlords within the Shire Homes Lettings scheme. This will include face to face, telephone and written communication, with appointments either at the Council offices or at clients homes.

### Key Contacts/Communication Links

#### **Internal**

Housing staff  
Customer Service staff  
Housing Benefit staff  
Council Officers  
Council Members

#### **External**

Private landlords  
Social Services and other support agencies  
Other local authorities

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## **Key Responsibilities/Specific Duties**

To monitor the private sector leasing scheme, including new tenancies, maintaining tenancies, monitoring rent accounts, addressing rent arrears and terminating tenancies. Potentially including possession proceedings in court.

Promotion of the private sector leasing scheme.

Monitoring the budget for the PSL scheme, including payments to landlords, rental income and funds from the Council.

To provide initial advice to the public, including landlord and tenants, about the private sector leasing scheme on the telephone and/ or at reception and referring enquiries to the Private Sector Leasing Officer.

Handling tenant and landlord enquiries. Ensuring all enquiries are answered promptly and issues and requests are dealt with professionally.

Maintaining relationships with landlords, ensuring the councils commitments outlined in the lease agreement are carried out i.e. prompt payments to landlords and providing excellent customer service.

Provide advice on housing rights and tenancy sustainment.

To liaise with the Private Sector Leasing Officer and/ or case officer to assist vulnerable clients, including those with special needs, to appropriate support agencies in order to retain their accommodation where possible.

Where there is a risk of homelessness, to refer through to the housing advice service.

Arranging maintenance, liaising with landlords and, where necessary, recharging the landlords for works undertaken.

To maintain up to date information on current housing provision under the private sector leasing scheme in the district and surrounding areas to ensure appropriate advice is given on housing options in the area.

To assist in the development and maintenance of good practice in all aspects of the private sector leasing scheme.

Other administrative duties, including invoices and preparation of documents such as leases, tenancy agreements, inventories etc.

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To contribute to the identification, development and implementation of information technology systems and procedures to support the scheme.

## **General to all job descriptions**

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: