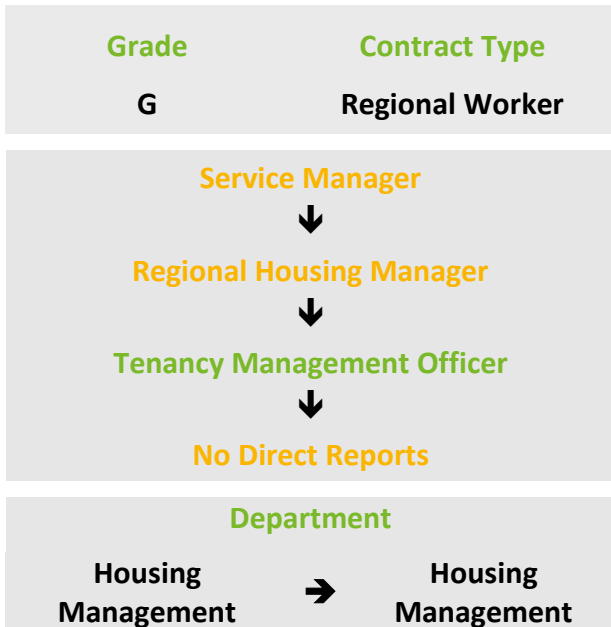


# Tenancy Management Officer



**Role Overview**

Lead on the delivery of end to end customer focused tenancy management providing an effective tenancy management service, within a specific geographic area within Your Housing Group.

Subject to Basic Disclosure & Barring Service (DBS) Check.

## RESPONSIBILITIES

- Lead on the delivery of end to end customer focused tenancy management, providing an effective tenancy management service, within a specific geographic area within Your Housing Group  
Provide a high quality, customer focused service, covering all aspects of void and tenancy management
- including pre-termination visits, viewings with new applicants, welcome visits, tenancy changes, tenancy terminations, abandonments, assignments, left in occupation, mutual exchanges and enforcement of tenancy conditions.  
Undertake planned neighbourhood inspections, dealing with identified issues eg untidy gardens, open areas, fly tipping, litter, graffiti, repairs, abandoned vehicles, abandoned properties, dog fouling, vandalism, etc
- Manage low level neighbourhood issues, taking action to ensure cases are dealt with within agreed timescales, in partnership with other organisations.  
Enforce the terms of the tenancy agreement, including providing customers with accurate and appropriate advice about their rights and responsibilities in relation to their tenancy agreement and provide professional and useful information to the Tenancy Enforcement Officer to enable legal action to be taken when necessary
- Responsible for identifying and escalation of Anti-Social Behaviour (ASB) cases to the Tenancy Enforcement Officer.
- Report and work collaboratively with key internal stakeholders on safeguarding incidents in accordance

## Our values

**Honest & Reliable**  
We are authentic, open and dependable; and we do what we say we'll do.

**Caring**  
We show kindness and consideration to our customers and each other.

**Respectful & Fair**  
We listen to people, and strive for equity and inclusivity in all that we do.

Creating more places for people to thrive and be recognised as a sector leading landlord

with the Group's Safeguarding policy and procedure, referring the customer at risk to relevant Agencies/Local Authority

- Lead on the delivery of neighbourhood plans, working with other colleagues and customers and work with the Customer Engagement Team on reviewing and improving plans on an annual basis.
- Co-ordinate local intelligence gathering and formulate neighbourhood priority plans using the Customer Engagement Framework.
- Identify and report any Health and Safety issues/breaches; undertake all compliance responsibilities in accordance with Policy and Procedures taking the lead for Gas Access management alongside Housing Assistants.
- Ensuring a flexible and proactive approach is taken to hours of operation, in order to establish and maintain contact with identified residents. Respond to queries from Local Councillors, in respect of neighbourhood / tenancy management issues.
- Undertake additional duties appropriate to the role and/or grade.

### STRENGTHS

- ✓ Excellent customer service skills
- ✓ Proven planning, co-ordinating and organisational skills
- ✓ Good problem solving and negotiation skills
- ✓ Excellent IT skills with proficiency in Microsoft Office
- ✓ Ability to be effective in a quickly changing environment
- ✓ Good team working and excellent relationship building skills

### ESSENTIAL REQUIREMENTS

- ✓ Good knowledge of best practice in safeguarding adults and safeguarding children
- ✓ Previous experience of working in a social landlord environment  
Knowledge housing management services
- ✓ Experience of working with customers in one to one and group situations
- ✓ Knowledge of the legal and regulatory framework of social housing and property / tenancy management with experience of delivering services that meet these requirements
- ✓ Experience of compliance management, health, safety and risk
- ✓ GCSE Maths and English (or equivalent)

### BENEFICIAL TO THE ROLE

- ✓ Full UK Driving License & use of a vehicle
- ✓ Professional qualification in a relevant property / housing management discipline

 [yourhousinggroup.co.uk](http://yourhousinggroup.co.uk)

 [YHGTV](https://www.youtube.com/YHGTV)

 [your-housing-group](https://www.linkedin.com/company/your-housing-group)

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