

Property Procurement Officer

- Working with private sector landlords, letting agents, managing agents and other internal and external partners to identify, develop and implement a range of new initiatives to increase the supply of quality accommodation.
- Actively promoting and marketing private sector accommodation procurement initiatives to landlords, letting agents, developers and other partners.
- Contributing to the development of an annual accommodation procurement plan and maintaining a healthy pipeline of properties to meet current and projected demand for accommodation types, areas and sizes, monitoring and reporting weekly on individual progress against organisational targets.
- Inspecting all accommodation in order to ensure it is fully compliant with the organisation's minimum standards and meets health and safety requirement including gas and electricity servicing and energy efficiency standards.
- Ensuring all accommodation suppliers are vetted to ensure they are fit and proper landlords.
- Ensuring all accommodation/property files are always kept fully updated and complete, and that all documentation is completed.
- Negotiating payment of cash incentives and rental amounts to landlords and other accommodation providers and all required documentation is completed in order that payments can be processed.
- Investigating and responding to feedback received concerning procured properties, taking appropriate action to resolve problems and addressing any procedural deficiencies