**Please send the completed form to** [**HRresourcingmailbox@york.gov.uk**](mailto:HRresourcingmailbox@york.gov.uk)

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| **SECTION A – VACANCY DETAILS (manager to complete)** | |
| Post Title (Requisition name) | Private Rented Sector Support Worker |
| Contact details of someone we can contact if we need clarification regarding this advert | Name: Lewis Rodgers  Tel: 01904 553318  Email: lewis.rodgers@york.gov.uk |

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| **SECTION B – VACANCY INFORMATION / ADVERT TEXT (manager to complete)**  **(Please delete Yes/No options as applicable)** | | | | |
| **How do you want to advertise this vacancy?**  *(delete whichever* ***is not applicable****)*  All adverts will be placed on the CYC jobs website.  If you feel your advert requires a more specific, specialist form of advertising please contact a member of the Resourcing Team to discuss this further. | **EXTERNAL**  *(Internal applicants will still be able to apply)* | |  | |
| **Have you advertised for this vacancy in the last 6 months?** | **NO** | | | |
| **Full advert text**  **This is the text that will appear in your job advert. Please remember to check your text for grammar and spelling.**  **Do not add**   * **job title** * **contract type** * **contact details**   **These details are included in the questions below.**  **Please include the location of the role if the worker style for is fixed office or frontline.**  We recommend that this part of your advert contains a max of 250-300 words | Are you looking for a challenging yet rewarding role that makes a positive impact on homelessness?  If so, the City of York council have a great opportunity within the Housing Options and Support service for someone to focus on supporting tenants who are not only moving away from homelessness and in to properties but subsequently sustaining tenancies.  You will be the single point of contact for tenants (primarily homeless/rough sleepers) who are experiencing difficulties within their tenancy, you will also support the Private Sector Worker with administrative duties, ensuring that tenancy agreements and benefit claims are complete and accurate.  Whilst experience of working with homeless people would be an advantage, we don’t consider this essential, as support and training is provided, however having an understanding of the private rented sector is. You will also need to be able to demonstrate that you can be sympathetic yet firm and able to cope in situations, which can be challenging as well as fulfilling.  If you have the skills we need and are looking for a role where you can make a difference to homelessness then please click apply, we welcome your application. | | | |
| Staff benefits (this will be included in all adverts) | The Council is highly committed to investing in the talent and wellbeing of our staff and can offer a generous annual leave allowance, access to the Local Government Pension Scheme, comprehensive Health & Wellbeing initiatives and a reward package which recognises your contribution. We can offer flexible working practices, community engagement and volunteer activities and, as part of our commitment to you, promote continuous Learning & Development. In addition we also offer a growing range of discounts, rewards and savings. | | | |
| [**Job Share**](http://colin.york.gov.uk/besupported/hr/absence-leave-and-flexible-working/flexible-working/job-sharing/)  It is CYC’s policy that all full time vacancies are eligible for job sharing applications other than in exceptional circumstances where it can be demonstrated that the post is not suitable for operational reasons.  **Please send a copy of confirmation from the relevant Chief Officer if this role is not suitable for a job share arrangement.** | No – This role requires a consistent approach when dealing with landlord and tenants. Job share would make this difficult to faciliate effective communcation  **Approval email in file** | | | |
| **Does this post require Police Vetting\*** | **No** | | | |
| \* Police vetting checks – if these or a DBS are necessary, they form part of the successful candidates pre-employment checks. The new employee will not be able to commence employment until these have been completed satisfactorily | | | | |
| **Does this post require a Baseline Personal Security check (BPSS)?**  This is required if the post holder will be accessing government assets or will have access to the Public Service Network (e.g. Tell us Once or other government databases) | **/No**  **Please indicate the reason for the BPSS check and include the name of the PSN or government database.** | | | |
| [**Relocation expenses**](http://colin.york.gov.uk/besupported/hr/recruitment-and-selection/relocation-provisions/) **to be offered**  If yes, you should have already had your business case for offering these authorised by the Head of HR. **Please send a copy of the authorisation email with this form** | **No** | | | |
| **Is the post** [**politically restricted**](http://colin.york.gov.uk/besupported/hr/recruitment-and-selection/step-3-attacting-candidates/)**?** | **No** | | | |
| **Does this role require the post holder to be COVID Vaccinated as they are working in a CQC registered setting?**  Please refer to the [Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021](https://www.legislation.gov.uk/uksi/2021/891/contents/made) or contact your HR Advisor for further advice. | **No** | | | |
| **Contact details for further information**  This will be shown in your advert | For further information or an informal discussion please contact Lewis Rodgers, Resettlement Services Manager, lewis.rodgers@york.gov.uk or on 01904 553318 | | | |
| **Closing date from when the advert goes live**  **Please allow a couple of days for us to get your advert live.**  All internal adverts: a minimum of **10 days.**  All external adverts: **2 weeks min**  If your closing date falls on a Friday please change this to Sunday.  **Interview date (if known)**  This gives applicants prior notice to arrange attendance if invited for interview.  Dates should allow for giving at least 1 weeks’ notice to applicants of interview date following shortlisting. | Closing date: Thursday 31st March at 12 midnight  Interview date: week commencing Monday 4th April 2022 | | | |
| **Salary Details** | Grade 6 Level 1- 4 (£22,374-£24,875 per annum) | | | |
| **Hours per week**  Also add details of any working pattern e.g. shift work, weekends etc. | 37 hours per week | | | |
| **Job share**  Is the vacancy part of an existing job share arrangement (i.e there is another employee working the other part of the full time hours) | No | | | |
| **Employment Type**  Delete those not applicable | Fixed Term to cover:  Expected end date (if known): 30/06/2022 | | | |
| **City location** | York, England | | | |
| **Worker style**  Please indicate **only one** - delete those not applicable |  |  | | Frontline |

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| **HR RESOURCING TEAM USE ONLY** | | |
| **Directorate** | PLAC    - Place | |
| **Has this role been identified as a ‘public facing’ role?** | **YES** | If Yes please indicate fluency level:  1 - Effective operational proficiency or advanced |
| **Internal Secondment opportunity?** | **No** |  |
| **Add Hybrid worker para?** | **No** |  |
| **Does post requires a DBS check? \*** | **Yes**  **Type: Basic** | |
| **Does this post require Police Vetting\***  **(this is not DBS clearance)** | **No** | |
| **Does post need to be advertised on Childrens Social Work Matters?**  **Is this an Adult Social Care vacancy that needs to be on the Teaching Partnership section of CSWM?** | **No**  **No** | |
| **Does this role require double COVID vaccination?** | **No** | |
| **Has the post been created on iTrent** | **Yes**  **If yes Post Ref Number :** 1100FQK | |
| **Advert reviewed by: (name of Resourcing Officer)** | **N Bryan** | |