

Information pack for the post of
Private Rented Sector Lead
Job reference number 1321
Closing date: 9th October 2026
Interview date: 27th October 2026

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

We understand that some applicants may use artificial intelligence (AI) tools to assist with preparing their applications. All submitted information, whether supported by AI or not, must accurately reflect the applicant's own skills, experience, and qualifications. Recruitment decisions will be based on how well applicants demonstrate these attributes during the interview and selection process.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:

www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk





Private Rented Sector Lead

Salary £45,701 - £49,087 pa plus an essential Car user allowance

36 Hours per week

We are looking for an experienced and commercially minded Private Rented Sector Lead to drive forward a new approach to securing accommodation in the private rented sector for residents who are homeless or at risk of homelessness. This is a key leadership role within Housing Options, focused on building strong landlord and partner relationships, developing flexible incentive-based schemes, and increasing access to good quality, sustainable private rented accommodation.

The successful candidate will provide strategic leadership and operational oversight, helping to create a more target-driven, financially sustainable and integrated service. You will use market intelligence, performance data and partnership working to improve outcomes for residents, reduce reliance on temporary accommodation, and support wider service development across West Surrey.

What you will be doing:

- Develop and implement a new incentive-based approach to securing private rented accommodation.
- Lead the service towards a more commercial, proactive and target-driven model.
- Build and maintain strong relationships with landlords, letting agents, Registered Providers, developers, neighbouring authorities and wider housing partners.
- Use business intelligence, market analysis and performance information to shape service delivery and demonstrate value for money.
- Exercise strong financial oversight of incentive schemes, rent deposits and rent in advance arrangements.
- Support homelessness prevention, tenancy sustainment and move-on from temporary accommodation.
- Coach, manage and develop staff, embedding effective performance management and a culture of continuous improvement.
- Provide specialist knowledge on homelessness duties, tenancy sustainment, suitability, property standards and relevant housing legislation.

You will be a confident, resilient and solution-focused housing professional with the ability to combine strategic thinking with practical delivery. You will understand the pressures facing local authorities, landlords and residents, and will be able to negotiate effectively to achieve positive, sustainable outcomes.

We are looking for someone who is commercially aware, data-informed and comfortable working to ambitious targets. You will be able to lead change, manage budgets responsibly, develop productive partnerships and inspire others to deliver high-quality services. Strong communication, report-writing and stakeholder management skills will be essential, alongside a sound

understanding of homelessness prevention, private rented sector housing and safeguarding responsibilities.

Why join us?

This is an opportunity to shape a developing area of the Housing Options service and make a direct contribution to preventing homelessness, improving access to secure accommodation and reducing the need for temporary accommodation. You will play a visible role in building a stronger, more sustainable private rented sector offer for residents and partners.

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council's policy. The post holder will be required to attend the office in line with a rota and any service requirements.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for customer facing posts. These posts fall within the scope of the Code of Practice on English language requirement for public sector workers. The Council, therefore, has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. If you have any queries or would like to discuss this further, please contact Human Resources.

Please note as part of the employment checks this post will be subject to a Basic Disclosure & Barring Service (DBS) check.

Please note that as part of the employment checks, this post has an essential car user allowance attached to it. A valid driving licence, and access to a vehicle insured for business use will be required.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

Closing date: 9th October 2026 12 noon

Interview date: 27th October 2026

To apply please use the 'apply online' button.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful. All shortlisted applicants will be contacted via email after the closing date.

Local Government Reorganisation (LGR)

Spelthorne Borough Council is undergoing Local Government Reorganisation, moving from a two-tier system to two new unitary councils in April 2027. Please see more information here [Local government in Surrey is changing | Spelthorne Borough Council](#) and also [Future Surrey – Surrey LGR Hub](#)

Working towards equal opportunities

Strictly No Agencies

Job Description

Date Prepared: August 2026

Post Title: Private Rented Sector Lead

Post Number: 4756 **Grade:** M2

Service: Housing Options

Section Head: Group Head Community Wellbeing

Report To: Housing Options Manager

General Duties: Develop and implement a new approach to engaging the private rented sector by driving a more commercial, target-driven approach to securing accommodation for those who are, and are at risk of becoming, homeless. Provide strategic leadership, service integration and partnership management across the breadth of work the Housing Options team conducts with the private rented sector.

General Responsibilities:

Equal Opportunities:

The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

GDPR:

The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Health and Safety:

The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

Particular duties and responsibilities:

1. Implement a new, incentive-based system of securing private rented accommodation for those who are, and are at risk of becoming, homeless.

2. Provide strategic leadership and operational oversight to develop the service into a more commercially driven service capable of meeting ambitious homelessness prevention and move-on from Temporary Accommodation targets.
3. Support the development of the future West Surrey private rented sector strategy, establishing a scalable, financially sustainable service model capable of supporting the wider local government reorganisation agenda.
4. Prepare services for integration across the future West Surrey authority, ensuring economies of scale and consolidating expertise and landlord relationships.
5. Identify income-generating opportunities, including fee-based services where appropriate.
6. Introduce flexible landlord packages, and improve customer journey and service efficiency
7. Produce business intelligence and market analysis.
8. Monitor return on investment and ensure value for money.
9. Exercise strict financial management of the incentive scheme and the use of rent deposits and rent in advance, including:
 - Ensuring that the scheme operates within set budget limits.
 - Pursuing recovery action on deposit claims in conjunction with the finance team where monies are outstanding in breach of any agreements.
 - Taking appropriate action to write off irrecoverable debts in accordance with the council's policy and procedures.
10. Proactively manage and coach direct reports to support their professional development and growth, embedding performance management practices.
11. Lead effective partnership and stakeholder management, including with landlords, letting agents, Registered Providers, Developers, neighbouring authorities and Surrey-wide housing partners, ensuring a sufficient and continuous supply of private rented properties.
12. Oversee the provision of targeted assistance for private sector tenants with risk factors (re: e.g. financial, tenancy conduct or social welfare problems) as required, to sustain their tenancy, and to prevent homelessness.
13. Compile and present a variety of information and statistics, including

writing reports for use by members and other groups, both in and outside the Council.

14. Liaise with other agencies such as Children's Services, Adult and Community Care, Community Mental Health Teams, Police to ensure appropriate advice and assistance is given to clients with housing or other social problems, including participation in care plan and safeguarding meetings where appropriate.
15. Oversee the detection of fraud. This may include:
 - Bringing to the attention of the relevant senior officer the outcome of visits where there is a suspected fraud.
 - Liaising with other sections or departments, i.e. housing benefits, internal audit and legal.
 - Working with other agencies and departments in the detection of fraud.
16. Provide expertise on compliance with housing legislation, such as homelessness duties, suitability, tenancy sustainment, procurement/financial governance, and landlord/property standards.
17. Carry out such other duties as may be required by your Group Head/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

Person Specification

Post: Private Rented Sector Lead	Post number: 4756	
Key job requirements	Desirable/essential	Testing mechanism
1. Skills Ability to provide strategic leadership and operational oversight in a housing options or private rented sector environment.	Essential	Application/interview
Strong negotiation, influencing and relationship management skills with landlords, letting agents, Registered Providers, developers and partner organisations.	Essential	Application/interview
Ability to use business intelligence, market analysis, performance data and financial information to shape service delivery and demonstrate value for money.	Essential	Application/interview/test
Excellent written and verbal communication skills, including the ability to prepare reports, present information clearly and converse at ease with customers in accurate spoken English.	Essential	Application/interview/test
2. Experience Significant experience of working in the private rented sector, housing options, homelessness prevention, or a closely related housing service.	Essential	Application/interview
Experience of developing and implementing incentive-based schemes, landlord packages, rent deposit or rent in advance arrangements, or similar.	Essential	Application/interview
Experience of managing staff, coaching others, embedding performance management and supporting continuous improvement.	Essential	Application/interview

Post: Private Rented Sector Lead	Post number: 4756	
Key job requirements	Desirable/essential	Testing mechanism
Experience of budget monitoring, financial oversight, value for money assessment and working with finance procedures.	Essential	Application/interview
3. Knowledge Sound knowledge of homelessness legislation, homelessness prevention duties, suitability requirements and tenancy sustainment approaches.	Essential	Application/interview
Knowledge of the private rented sector, landlord engagement, property standards and the pressures affecting landlords, local authorities and residents.	Essential	Application/interview
Understanding of safeguarding responsibilities, multi-agency working, fraud awareness, equal opportunities, GDPR and health and safety responsibilities.	Essential	Application/interview
4. Qualifications Educated to degree level or equivalent relevant professional experience in housing, homelessness, private rented sector work, management or a related field.	Essential	Application/certificates
Relevant housing, homelessness, management or leadership qualification.	Desirable	Application/certificates
Valid driving licence and access to a vehicle insured for business use.	Essential	Application/pre-employment checks
5. Personal Qualities Commercially minded, proactive, target-focused and able to combine strategic thinking with practical delivery.	Essential	Application/interview
Confident, resilient and solution-focused, with the ability to work constructively under pressure and manage competing priorities.	Essential	Interview
Committed to equality of	Essential	Application/interview

Post: Private Rented Sector Lead	Post number: 4756	
Key job requirements	Desirable/essential	Testing mechanism
opportunity, customer-focused service delivery, safeguarding responsibilities and continuous improvement.		