

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Private Sector Housing Officer
<u>PAY BAND :</u>	Band 8 Band 9 (depending on experience and skills)
<u>JOB EVALUATION NO.</u>	E3470 B1346
<u>REPORTING RELATIONSHIP</u>	Private Sector Housing Manager
<u>JOB PURPOSE :</u>	To provide a range of professional and technical services, enforce and improve private sector property conditions and contribute to the development of related procedures, policies and strategies. Securing improvements either through negotiation or enforcement. Inspecting residential dwellings in accordance with the Housing Act 2004 and Public Health legislation.
<u>POST NO.</u>	POS000334 / D11273
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Manage a workload of service requests in relation to Private Sector Housing, Empty properties, Houses in Multiple Occupation, residential caravan sites and Gypsy and Traveller sites.
2. To receive and investigate complaints from members of the public and other interested parties to carry out an initial assessment and/or provide appropriate advice.
3. To inspect empty dwellings and take appropriate enforcement action against owners and advise owners on returning empty dwellings back to residential use.
4. To inspect and carry out surveys of residential premises in relation to relevant legislation, including the Housing Act 2004, following complaints from occupiers or other relevant parties and where appropriate serve legal notices, as well as implementing and supervising works in default.
5. To work pro-actively with private landlords and other partners to raise standards of accommodation in accordance with legislation, ensuring landlords are aware of their duties under relevant housing legislation including but not exclusively the Housing Act 2004, Housing and Planning Act 2016.

6. To investigate and survey defective drainage and instigate remedial action as appropriate.
7. To maintain all appropriate records, including data that may be required for use in connection with legal proceedings.
8. To assist in the development of policies and strategies that improves property conditions in the private sector, particularly, in relation to empty homes, unsafe homes, non-decent homes and energy efficiency.
9. To keep up to date with all relevant legislation and guidelines, and to advise on, and contribute to, subsequent changes in policy.
10. To work pro-actively with private landlords and other partners to raise standards of accommodation within the Private / Owner occupied sectors in accordance with legislation.
11. Provide support to private landlords.
12. To support Landlord Forum activities as required including the production of landlord newsletters, publicity and training.
13. To contribute towards and assist in the preparation of performance management data and Government returns including participation in Benchmarking groups.
14. To deputise for the Private Sector Housing Manager when required.
15. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
16. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
17. Carry out your role in line with the Council's Equality agenda.
18. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
19. Any other duties of a similar nature related to this post that may be required from time-to-time.
20. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
21. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
22. This post is subject to a standard disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: October 2019

DARLINGTON BOROUGH COUNCIL**PERSON SPECIFICATION****ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES****PRIVATE SECTOR HOUSING OFFICER****POST NO. POS000334 / D11273**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Band 8	Band 9
	Qualifications & Education		
1	Evidence of related study at level 4 or above in relevant area e.g. Building, Surveying, Housing or Environmental Health		D
	Experience & Knowledge		
2	Approximately 2 years' experience of working in housing at a practical/technical level and associated regulatory enforcement experience.		E
3	Approximately 1 years' experience of regulatory enforcement.	E	
4	Knowledge and understanding of, <ul style="list-style-type: none"> Housing Act 2004 Housing, Health and Safety Rating System. Environmental Protection Act 1990 		E
5	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	E
6	A demonstrable knowledge and understanding of housing construction and housing disrepair.		E
7	Approximately 1 years' experience in the inspection of premises and production of technical reports.		E
8	Experience dealing with members of the public including dealing with difficult and confrontational situations.	E	E
9	Practical experience of applying private sector housing legislation, including the Housing Act 2004 and the Housing, Health and Safety Rating System.		E
10	Experience of producing statutory notices, schedules of work and plans.		E
11	Experience of developing, implementing, monitoring and reviewing strategies, policies and procedures		E
12	Experience of providing performance indicators and a knowledge of Best Value principles.		D
13	Experience of project development and management.		D
14	Experience of using property related software. i.e. Uniform or FLARE systems.		D
15	Experience of carrying out oral/written presentations to a variety of audiences.		D
	Skills		
16	IT literate, capable of using MS Outlook/Word/Excel and other office packages.	E	E
17	Ability to communicate both orally and in writing to a wide range of audiences	E	E
18	Ability to write clear and concise reports and presentations		E
19	Ability to organise and prioritise work and meet deadlines in a	E	E

	challenging and changing environment		
20	Ability to work successfully as part of a team	E	E
21	Ability to develop and maintain good working relationships with other Council departments and outside agencies to ensure effective partnership working and delivery of services.		E
22	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	E
23	Ability to undertake the financial requirements of the post including receipting and cashing up monies, following the protocols of the Council	E	E
24	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others		E
	Personal Attributes		
25	Ability to demonstrate a commitment to Customer Care.	E	E
26	Flexible approach to working time arrangements, with the ability to work outside of normal office hours as required.	E	E
	Special Requirements		
27	Capable of independent travel to carry out the requirements of the post.	E	E
28	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	E