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| **Job Description** |
| **Post title** | Private Sector Initiatives Officer |
| **JE Reference No** | N8687 |
| **Grade** | 9 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Development & Housing - Housing Solutions |
| **Reporting to** | Housing Team Leader |
| **Location** | Your normal place of work will be Seaham or Crook, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post holder will be responsible for liaising with private landlords and property owners to improve stock in the private rented sector through property improvement, management practices.

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| **Duties and responsibilities** |

* To achieve continuous improvement in service delivery.
* To make a contribution to corporate working to achieve best value across all services through involvement in departmental and Council wide initiatives as appropriate.
* To ensure that changes to legislation and professional practice are implemented within the service in a timely and efficient manner.
* To work effectively with colleagues within the Housing Service, in other divisions of the Council and external agencies, taking the lead, actively taking part in cross cutting projects as and when required, in particular seeking to positively contribute to or lead on community safety and area-based initiatives.
* Use a range of approaches to improve property standards and management practices in the private rented sector one to one meetings with private landlords; production of comprehensive advisory material; events/training sessions; assisting landlords to access FAP loan products; use of various types of private sector leasing schemes; securing housing related support services for vulnerable tenants and if all proactive approaches are exhausted use of enforcement measures (this list is not exhaustive and it is expected that the post holder will continually seek to develop new, innovative approaches).
* To ensure any scheme for selective licensing is implemented and managed effectively and private landlords comply with the legislation. Assisting with the preparation of case files and taking enforcement action for non-compliance and breach of licence conditions.
* To actively promote and review any Accreditation Scheme, working with landlords to promote engagement and continued use.
* Continuously review and update management information systems with intelligence gathered case by case.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * NVQ L4 or equivalent
 | * A relevant professional qualification
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| Experience | * Experience of delivering private sector housing interventions
* Experience of woking in a similarly challenging role
* Experience of partnership working
* Experience of designing and delivering exents/training/briefing sessions
 | * Experience of implementing private sector initiatives
* Experience of selective licensing schemes
* Experience of liaision with private landlords
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| Skills & Knowledge | * Proven verbal and written communcation skills, including the ability to prepare excellent quality written reports
* Good negotiation skills
* Ability to adopt a strategic view and relate strategy to action
* Ability to effectively plan & manage a high volume workload, working effectively under pressure to tight deadlines
* Effective interpersonal skills including ability to work as part of a team and in partnership with a wide range of external agencies
* Good ICT skills
* Good understanding of housing opportunites, polices, programs and legislation, particularly relating to the private housing sector
 | * Knowledge of national and regional housing issues
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| Personal Qualities | * Willingness to work flexibly as and when required (i.e. outside of normal office hours)
* Outcome and achievement focused
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance)
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