

Job Description

**Post Title:** Home Improvement Officer EE397

**Evaluation:** 512 Points **Grade:** N7

**Responsible to:** Private Housing Team Manager

**Responsible for:** N/A

**Job Purpose:** Deliver grants and other financial products in the private sector and to give advice to homeowners on housing options and property improvement.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Administer the delivery of grants and loans for home repairs, improvements and adaptations, observing statutory requirements and in accordance with procedures, including the assessment of fair cost of works and carrying out tests of financial resources.
- 2 Authorise approvals and amended approvals of grants and loans.
- 3 Undertake technical surveys of properties, including sketches as necessary, and to produce specifications of work; to vet plans of proposed works for approval or otherwise.
- 4 Liaise with contractors to give advice and to arbitrate in any dispute concerning their work and carrying out tests of financial resources.
- 5 Inspect and make records of work in progress to ensure requirements relating to financial assistance are satisfied and to provide for interim/final payment procedures; to check final accounts and ensure the receipt of technical certification.
- 6 Assist clients with technical matters, administrative procedures and legislation relating to grants and loans, and to advise clients on the progress of applications.
- 7 Liaise with other sections/departments, statutory bodies etc who are involved with private sector housing and provide advice as required
- 8 Provide advice and practical support in relation to housing options.
- 9 Support homeowners to access financial assistance in order to improve their properties and to promote the assistance available.
- 10 Project manage works on behalf of clients including where no financial assistance is available from the Council.

- 11 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 12 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.