

STOCKTON ON TEES BOROUGH COUNCIL

CAREER GRADE

Service Grouping	Finance, Development and Regeneration
Service	Housing & A Fairer Stockton-on-Tees
Job Title	Private Sector Housing Officer
Career Grade	F, H, I, J

Progression within the Career Grade

Professional vocational qualifications are indicative of the level, breadth and depth of knowledge required to fulfil the requirements of the Private Sector Housing Officers role.

To progress within the career guide structure all the criteria must be met and there **must** be work available at the higher level. This will need to be demonstrated through a formal review of performance. This evidence will be reviewed by the Private Sector Housing Manager in the first instance and verified by the Housing Services Manager.

Possession of qualifications or time in post will not alone determine where a job holder is placed on the career grade.

When an employee believes that they meet the criteria for the next level they should raise this with their line manager in their supervision session. A formal application will be completed by the worker and will be sent to the Housing Services Manager.

Grade	Criteria (Professional)
F	<p>Entry Level</p> <p>Level of knowledge means post holder is demonstrably capable of working on simple casework and responding to clients basic enquiries in consultation with other Private Sector Housing Officers.</p> <p>Candidates will:</p> <ul style="list-style-type: none"> • Demonstrate an ability to communicate and work effectively across services. • Contribute to continuous development of systems of work, corporate procedures and guidance relating to private sector housing matters. • Assist in preparation of documentation with guidance of Private Sector Housing Officers, Private Sector Housing Team Leader and Private Sector Housing Team Manager. • Attend any courses or training deemed necessary for the post-holder to attain the necessary competence and knowledge. • Accurately collect statistical data for analysis or presentation to committees, panels or services. • Assist clerical support to undertake routine administration duties.

	<ul style="list-style-type: none"> • Have the ability to inspect, identify basic defects and produce schedules of work with direction and supervision • Accompany Private Sector Housing Officers to undertake inspections and site visits.
H	<p>Intermediate Level</p> <p>Currently studying or about to undertake study in a relevant subject and working towards qualifications that will assist with work or may have technical and procedural experience within housing/construction/regeneration/environmental health. Level of knowledge means that the post-holder will require direction when working on complex cases.</p> <p>Candidates will:</p> <ul style="list-style-type: none"> • Fulfil the all criteria set out in F • Respond independently to simple situations within the framework of legislation, regulations and relevant Council policies and procedures with supervision and direction. • Undertake some unaccompanied/unsupervised site visits. • Accompany Private Sector Housing Officers and represent the service at meetings, assisting in the provision of information.
I	<p>Higher</p> <p>Working towards relevant qualifications in a directly relevant subject or has knowledge and experience, which means that the post-holder will be demonstrably capable of applying their knowledge and experience across routine case work and certain regulations and legislation with minimum direction.</p> <p>Candidates will:</p> <ul style="list-style-type: none"> • Fulfil all the criteria set out in F & H • Be responsible for case work when investigating service requests, but require assistance and guidance in the production of statutory notices. • Respond to routine situations within the framework of legislation, regulations and relevant Council policies and procedures with minimum supervision. • Although receiving supervision and direction some responsibility and autonomy would be taken. • Be expected to represent the service at meetings and provide information and advice. • Have the ability to inspect, identify defects, assess conditions, and produce schedules of work with minimum direction and supervision. • With direction and supervision have the ability to produce more complex Notices and Orders but have the ability to produce simple Notices on their own. • Under direction and supervision the ability to contribute to investigations relating to breaches in regulations and to contribute to the preparation of prosecution case files.
J	<p>Practitioner</p> <p>Educated to NQF level 4 or equivalent in a directly relevant subject or has a depth of knowledge and experience, which means the post-holder will be demonstrably capable of applying their knowledge and experience across casework, regulations and legislation.</p>

	<p>Candidates will:</p> <ul style="list-style-type: none">• Fulfil all the criteria set out in F, H & I• Be responsible for their own casework when investigating service requests, the production of statutory notices and the preparation of prosecution case files in accordance with relevant legislation, current guidance and the requirements of the Council.• Respond independently to difficult situations within the framework of legislation, regulations and relevant Council policies and procedures.• Contribute to training/coaching and mentoring of team members.• Provide advice and guidance to other team members.• Be expected to represent the service at meetings and provide advice.• Have the ability to inspect, identify defects, assess conditions, determine most appropriate course of enforcement action, produce schedule of work without direction and supervision.• Have the ability to produce complex Notices and Orders without direction and supervision.• Investigate breaches in regulations, including the ability to interview under caution, produce witness statements and ultimately produce prosecution case files.• Represent the Council at tribunals and courts and give evidence.• Be required to provide statistical information and reports.
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