****JOB DESCRIPTION

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| Job Title | **Empty Homes Officer** | Post Number | HD917T, HD927T |
| Grade | 9 | Service Area | Communities and Housing |
| Special Conditions  | Occasional out of hours working Basic DBS required | Additional Benefits | Protective ClothingMobile Phone |
| Authorised by | Director of Communities and Housing  | Date | March 2024 |

**Job Purpose**

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| The purpose of this role within the Council is: | To take a lead role in respect of bringing empty homes within the district of Wychavon back into use. In particular developing and implementing the council’s strategic approach to tackling empty homes.Carry out duties in relation to the Councils’ role in all Housing Enforcement matters in relation to empty homes. |
| Responsible for demonstrating commitment to working in line with the Councils' values |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework |
| The postholder works for: | Principal Housing Officer |
| The postholder manages \supervises: | N/A |

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| **Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation)** |
| 1 | To assist the Principal Housing officers and the Head of Housing with the effective and efficient delivery and future development of the Private Sector Housing Service |
| 2 | To lead on bringing empty homes back into use. To research and collate local market information relating to the empty homes within the districts and promote / implement a range of options/initiatives for bringing empty properties back into use within the local housing market to meet known local housing need. In particular to develop and implement the council’s strategic approach to tackling empty homes. |
| 3 | To reduce the number of empty homes in the District through a range of initiatives including housing assistance, project work and informal / formal enforcement work. To investigate, assess and instigate appropriate enforcement action to deal with empty homes under the legislation. |
| 4 |  To co-ordinate action on empty properties across the council including Planning and Environmental Health Departments. To monitor and report on empty property statistics and issues to other staff, managers and councillors. Maintain and update adequate records and statistics to satisfy government requirements, to monitor activity and trends as required and produce such analysis and reports as required. |
| 5 | To undertake all technical and other functions relating to private sector housing advice, enforcement and assistance where relevant to empty homes. Develop technical expertise personally and within the team regarding empty property issues, including best practice.  |
| 6 | Prepare inspection reports and schedules of works, advising owners, landlords, agents and contractors of work required under legislation, including Housing Act 2004 HHSRS, minimum energy performance requirements and other legal requirements. To negotiate with landlord to complete the works required and, if necessary, prepare formal notices.  |
| 7 | Identify the eligibility for housing assistance (loans/ etc.) through the Regulatory Reform Order and council policy and provide advice and assistance to enable premises to be brought up to the legal standard as well pursuing any other options for remedy. |
| 8 | Undertake site visits for the purpose of checking compliance with statutory notices. |
| 9 | Prepare witness statements and attend court to give evidence. |
| 10 | Be aware of funding opportunities and ensure these are maximised. |
| 11 | Commitment to continuous development by keeping up to date with all relevant legislation, best practice and new initiatives relevant to Private Sector Housing / Renewal and to investigate the potential for such initiatives in the Wychavon and Malvern districts. To produce reports and recommendations on these initiatives as required. |
| 12 | To attend liaison meetings and committee meetings as required. |
| 13 | Assist in the monitoring of capital and revenue expenditure ensuring that wherever possible funds are committed and spent during the appropriate year |
| 14 | To assist in promotional / publicity material and establish methods of ensuring the Councils’ service is widely known. |
| 15 | Undertake other duties which are consistent with the grading and general characteristics of the post. |
| 16 | To comply with all aspects of the Council’s Code of Conduct and Equal Opportunities Policy |
| 17 | Comply with all relevant Health and Safety legislation and to pursue duties in a safe manner with due regard to the health and safety of others. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Hold a relevant degree or further or higher education course. For example environmental health, construction, surveying.  | E |  |
| Relevant Degree in Environmental Health |  | D |
| HHSRS (Housing Health and Safety Rating System) trained. |  | D |

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| Experience | Essential | Desirable |
| Minimum 3 years’ experience within a housing related field | E |  |
| Knowledge and understanding of private sector housing legislation and regional and local housing priorities. | E |  |
| Experience of multi-agency working and delivery of agreed objectives, meeting targets and working to tight deadlines | E |  |
| Construction knowledge and inspection experience in relation to residential properties. | E |  |
| Experience of presenting information to a wide range of audiences |  | D |
| Knowledge of the planning process |  | D |
| Experience in using the Housing Act 2004  |  | D |
| Experience in use of formal notices and attending appeals, magistrates court.  |  | D |
| Experience of project planning  |  | D |

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| Skills Required | Essential | Desirable |
| Computer skills: Microsoft Window Packages | E |  |
| Excellent communication skills  | E |  |
| Ability to communicate effectively and to record accurate visit details | E |  |
| The ability to persuade, influence and negotiate. Ability to analyse and evaluate information to formulate logical solutions to complex problems | E |  |
| Current car user with access to transport at all times | E |  |
| Effective project management skills |  | D |
| Ability to deal with people during enforcement situations and to handle confrontation tactfully |  | D |
| Experience of surveying properties to assess property standards using HHSRS |  | D |

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| Behaviours | Essential | Desirable |
| Excellent customer care skills |  | D |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.