

BOSTON BOROUGH COUNCIL**JOB DESCRIPTION**

DIRECTORATE Housing, Health & Community Services	SERVICE Private Sector Housing
JOB TITLE Senior Housing Standards Officer	GRADE 6 subject to job evaluation
REPORTS TO Housing Strategy and Standards Manager Head of Regulatory Services	RESPONSIBLE FOR Housing Standards Officer/s

Is this post eligible for a DBS check? NO

A PURPOSE OF JOB:

1	Working under the general guidance of the Housing Strategy and Standards Manager to take a senior role in the day to day operation of the Private Sector Housing Team leading, guiding, and motivating members of the team as appropriate and working with peers in the team to ensure the most effective use of resources whilst delivering positive outcomes.
2	To take a senior role to deliver all aspects of the Private Sector Housing Service including: working to improve the quality, safety, energy efficiency and management of all housing within the borough; the undertaking of appropriate enforcement action; and the inspection and licensing of Houses In Multiple Occupation. This requires an in depth understanding of prevailing legislation, guidance and good practice and an ability for developing innovative solutions to achieve positive outcomes.
3	To work with the Housing Strategy and Standards Manager, Head of Service and other colleagues as required to input to national consultations and to assist in the development of appropriate strategies and policies which both enhance the overall service and support the positive outcomes sought by the Council in relation to Private Sector Housing.
4	To work with and appropriately advise all parties of their rights and responsibilities in relation to private sector housing conditions and management including clients, landlords and letting agents.
5	Working with partners e.g. Lincolnshire Police, Lincolnshire Fire and Rescue etc, to assist with the delivery of initiatives and projects in relation to the

	Council's commitment to private sector housing e.g. Rogue Landlord Initiative, Licensing of Privately Rented Properties.
B MAIN RESPONSIBILITIES, TASKS AND DUTIES	
1	To fully understand prevailing: legislation, statutory guidance, local policy and procedure in relation to private sector housing and provide professional advice to colleagues, partners and customers as necessary.
2	To actively manage the Private Sector Housing Teams workload in pursuance of the Council's aims of improving the quality and management of the Private Rented Sector in the Borough.
3	To assist with the implementation of prevailing legislation and statutory guidance in relation to private sector housing, undertaking appropriate enforcement action and where necessary prosecutions in line with Council policy and procedures i.e. Corporate Enforcement Policy, and practice.
4	To robustly inspect and assess dwellings using the prevailing national assessment tool in order to determine the most appropriate course of action to take.
5	Provide supervision, advice, support and training to less senior members of the Private Sector Housing Team and other staff.
6	To assist in the development of local policy and procedure in relation to private sector housing, implementing, monitoring and reviewing appropriately as necessary.
7	To approve applications for grants/loans in accordance with prevailing local policy and procedure.
8	To inspect grant/loan works and sign as being complete in accordance with prevailing local policy and procedure.
9	To attend and represent the service/organisation at internal or external meetings as necessary working with partners to deliver the service and initiatives.
10	To participate in the effective monitoring (performance and financial) of the Housing Service and to participate in the delivery of actions identified by any review or audit.
11	To actively lead and participate in achieving service delivery targets and developing and maintaining high quality housing services
12	To carry out any other duties assigned from time to time by the Housing Strategy and Standards Manager / Head of Service or other appropriate officers which are broadly consistent with the functions and grading of the post

C KNOWLEDGE AND SKILLS

1	Knowledge <p>The post holder will hold a relevant degree, have a relevant professional qualification and possess significant knowledge gained through extensive work experience in a private sector housing role.</p> <p>The post holder MUST be accredited by an appropriate awarding body in respect of the prevailing national dwelling assessment tool (currently HHSRS)</p> <p>The post holder must have a good knowledge of the theory and practice of building construction</p> <p>The post holder will have a sound knowledge of legislation, policy, procedures and practices in relation to private sector housing. This will include knowledge of harassment and illegal evictions, a working knowledge of PACE codes of practice and their application, and experience of successfully progressing prosecutions.</p> <p>The post holder will be computer literate and have knowledge of and be familiar with the use of Microsoft software packages and ideally systems used for recording Private Sector Housing information.</p> <p>The post holder should also be familiar with the operations and functioning of Local Authorities / Council's</p>
2	Interpersonal Skills <p>The post holder must have excellent verbal and written communication skills, presentation skills and be able to work on their own initiative and as part of a project/wider team. The post holder will be able to demonstrate that such skills have been deployed amongst various audiences and have achieved positive outcomes</p>
3	Mental Skills <p>The post holder must have a high level of mental dexterity to be able to analyse and interpret both technical and financial information and make sound judgments</p> <p>The post holder must be able to produce clear, concise and persuasive reports on complex issues</p> <p>Ability to assess new situations, identify risks and react appropriately whilst lone working.</p>
4	Physical Skills <p>The post holder must be able to meet the demands to carry out property based inspections using the national dwelling assessment tool. This could require an element of outdoor working as part of the inspection process</p>

	The post holder will be expected to have good keyboards skills as use and maintenance of electronic records forms an important part of the Private Sector Housing Team's work
D RESPONSIBILITIES	
1	For supervision The post holder will be required to empower, manage, supervise, advise and support less senior private sector housing team members on a daily basis.
2	For people The post holder will supervise a team of staff and will ensure that their own and their team's approach to good frontline services with particular attention to equalities matters meets with the Council's customer services requirements. In addition the post holder is responsible for ensuring that information is managed in accordance with data protection requirements. The post holder will have significant interaction with a range of stakeholders, having contact with potentially vulnerable people will require the post holder to adhere to any Safeguarding requirements. The work also directly impacts on property conditions in the private rented sector and therefore households health and safety, and living conditions. Must be prepared to undertake safeguarding, disability, equality & diversity, Health & Safety plus all other relevant training
3	For financial resources The post holder will be expected to assist the Housing Strategy and Standards Manager in relation to identifying likely costs and monitoring of expenditure in relation to the Council's engagement with private rented sector. Similarly the post holder will be expected to assist with robust financial evaluations and projections as part of the development of new initiatives.
4	For physical resources The post holder will be responsible for IT equipment to aid to mobile working such as IT devices, cameras, mobile telephone, ladders etc
E WORK ENVIRONMENT AND DEMANDS	
1	Work demands A high degree initiative is required both in terms of the post holder's own work and that of the team's. The post holder will be expected to ensure the service meets the demands placed on it in what is a priority area for the Council. The post holder will need to make frequent decisions sometimes without ready access to senior officers
2	Physical Demands

	The post holder will need to be able to carry out inspections of properties which may require some climbing of stairs or ladders and accessing of confined spaces.
3	<p>Working conditions</p> <p>The post holder will be required to work outdoors and in all weathers whilst carrying out inspections. The post holder will also be required to work within the team's office and thus be exposed to the conditions expected within a busy office.</p>
F OTHER	
1	The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder with the exception of those required at such a time when the Emergency or Business Continuity Plan is invoked during a genuine emergency situation where staff may be required to undertake work outside of their normal duties without prior consultation.
2	<p>Equal Opportunities</p> <p>The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies. Attitudes towards equalities and diverse parts of the community should be positive and employees should display understanding and use appropriate methods of communicating with members of the public.</p>
3	<p>Health And Safety</p> <p>The post holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>All employees have a duty to take reasonable care for their own health & safety and that of others. In particular they must:</p> <ul style="list-style-type: none"> • Carry out all work in the prescribed manner and ensure that they follow training, information and instruction provided • Use equipment correctly at all times • Wear or use personal protective equipment provided • Report all unsafe acts, conditions, accidents or near misses • Suggest methods of eliminating hazards and reducing potential risks • Co-operate in the investigation of accidents with the objective of introducing methods to prevent a reoccurrence • Take part in risk assessments, workplace inspections, safety tours and audits when necessary

	<ul style="list-style-type: none"> Observe safe systems and methods of working at all times, avoid taking short cuts or improvising which may give rise to unnecessary risks
4	<p>Health Surveillance</p> <p>Employees are required to undertake such health surveillance, at the cost of the Council, as may be required. This may be identified by risk assessments or be a statutory provision such as those within the Health and Safety at Work Act 1974 and The Control of Noise at Work Regulations 2005.</p>
5	<p>Conduct</p> <p>The public are entitled to expect the highest standards of conduct from all employees who work for Local Government and that their conduct should never be influenced by improper motives. Employees should always remember the responsibilities to the community they serve and ensure courteous, efficient and impartial service to all groups and individuals within the community.</p> <p>Employees should be aware of the content of the Code of Conduct and ensure that they act within the Code at all times</p>
6	<p>Information Security & Data Protection</p> <p>Employees should ensure that confidential material including material about individuals is handled in accordance with the law.</p> <p>Employees are individually responsible for any information in their care whether computerised or manual.</p> <p>All Council policies on these issues should be adhered to.</p>
7	<p>Safeguarding</p> <p>Employees have a responsibility to safeguard and promote the well-being of all children and young people who participate in our services or whom they come into contact with through discharging various functions. This includes situations where the Council works directly with adult, service users who have care of children. Employees should be able to identify abuse or neglect and understand their responsibilities and what to do should they ever suspect or become aware that a child is being neglected, is being abused or is likely to suffer abuse.</p>
8	<p>Values</p> <p>We believe that everyone has a role to play in making our council successful.</p> <p>We expect everyone involved with Boston Borough Council to be:</p> <ul style="list-style-type: none"> open and honest with people enthusiastic, positive and proud about working for Boston Borough Council patient with people and take time to understand their concerns

	<ul style="list-style-type: none"> • approachable and clear with people • open to new ideas and willing to learn • caring and to treat people with respect, consistency and fairness • focused on customers 	
Job Description Written By	Name: S Horton	Date: 20/02/2017 Reviewed 15/11/17, Reviewed 19/12/19
Job Description Agreed By:	Postholder:	Date:

This post has been evaluated using the National Joint Council Job Evaluation Scheme as adopted by Boston Borough Council.		
JE REF No.	EVALUATION DATE:	
FACTOR	LEVEL	POINTS
KNOWLEDGE	6	
MENTAL SKILLS	4	
INTERPERSONAL AND COMMUNICATION	3	
PHYSICAL SKILLS	2	
INITIATIVE AND INDEPENDENCE	4	
PHYSICAL DEMANDS	2	
MENTAL DEMANDS	2	
EMOTIONAL DEMANDS	4	
RESPONSIBILITY FOR PEOPLE	3	
RESPONSIBILITY FOR SUPERVISION	3	

RESPONSIBILITY FOR FINANCIAL RESOURCES	2	
RESPONSIBILITY FOR PHYSICAL RESOURCES	2	
WORKING CONDITIONS	2	
TOTAL SCORE		