



served by One Team

Job Description		
<b>Job title:</b>		Senior Housing Standards Officer
<b>Contracting Council:</b>		Boston Borough Council
<b>Service/ Function:</b>		Private Sector Housing
<b>Grade and Salary:</b>		6 subject to job evaluation
<b>Hours:</b>		37
<b>Reports to:</b>		Housing Strategy and Standards Manager
<b>Liaison with:</b> (e.g. Officers, Councillors, Town and Parish Councils, Partners)		Officers, Councillors, landlords and letting agent, tenants, Police, Fire and Rescue, Owner Occupiers and other partners.
<b>Resource Accountabil ity</b>	<b>Financial</b>	The post holder will be expected to assist the Housing Strategy and Standards Manager in relation to identifying likely remedial costs of works 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.
	<b>Direct Reports</b>	The post holder will be required to supervise, advise, support and train other members of the Private Sector Housing team, including but not limited to, Housing Standards Officer/s and Housing Technical Officer/s.
	<b>Physical and Information</b>	The post holder will be responsible for IT equipment such as laptops, cameras, mobile telephone, and inspection equipment e.g. meters and ladders. They will also be responsible for making and helping maintain appropriate records.
Purpose of the job		
<p>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.</p> <p>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.</p> <p>To work with the Housing Strategy and Standards Manager, Assistant Director for Housing and Wellbeing 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.</p>		

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.

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.

**Key accountabilities (include responsibility for service users)**

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.

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.

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.

To robustly inspect and assess dwellings using the prevailing national assessment tool in order to determine the most appropriate course of action to take.

Provide supervision, advice, support and training to less senior members of the Private Sector Housing Team and other staff.

To assist in the development of local policy and procedure in relation to private sector housing, implementing, monitoring and reviewing appropriately as necessary.

To approve applications for grants/loans in accordance with prevailing local policy and procedure.

To inspect grant/loan works and sign as being complete in accordance with prevailing local policy and procedure.

To attend and represent the service/organisation at internal or external meetings as necessary working with partners to deliver the service and initiatives.

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.

To actively lead and participate in achieving service delivery targets and developing and maintaining high quality housing services

To carry out any other duties assigned from time to time by the Housing Strategy and Standards Manager / Assistant Director for Housing and Wellbeing other appropriate officers which are broadly consistent with the functions and grading of the post

**Knowledge and Skills (include interpersonal/ communication skills and physical and mental skills)**

**Essential:**

The post holder must have a good knowledge of the theory and practice of building construction

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.

**Desirable:**

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<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>	
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<b>Educations/ Qualification</b>	
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<p><b>Essential:</b></p> <p>The post holder will hold a relevant degree, have a relevant professional qualification and possess <b>significant</b> knowledge gained through extensive work experience in a private sector housing role.</p> <p>The post holder <b>must</b> be accredited by an appropriate awarding body in respect of the prevailing national dwelling assessment tool (currently HHSRS)</p>	<p><b>Desirable:</b></p> <p>Environmental health degree approved by the Chartered Institute of <b>Environmental Health</b> (CIEH).</p>
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<b>Physical/ Mental/ Emotional Demands</b>	
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<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> <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> <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> <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</p> <p>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</p>
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<b>Working Conditions</b>	
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<p>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.</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>
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<b>General</b>	
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<p>The job description is intended to serve as an indication of the character and general level of the post. They activities are not in order of priority and they should not be considered as final or exclusive. The list may be changed depending on the operational circumstances of the Councils.</p> <p>As an employee of Boston Borough Council or East Lindsey District Council you must comply with the Health and Safety policies and attend the compulsory Health &amp; Safety training as and when requested.</p>
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You will be required to undertake any necessary training to enable you to perform your duties effectively.

#### **Information security & data protection**

You will be required to make yourself aware of, and work within, the General Data Protection Policies. Employees must ensure that functions are delivered in a manner compliant with the requirements of the General Data Protection Regulation 2018 and any other legal or professional standards of confidentiality and propriety. Employees are individually responsible for any information in their care whether computerised or manual.

#### **Equal Opportunities**

The post holder must carry out his/ her duties with full regard to the Councils Equal Opportunities policy.

#### **Safeguarding**

It is everyone's responsibility and all employees are required to act in such a way that always safeguards the health and wellbeing of children and adults at risk. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.

#### **Health and Safety**

The post holder must ensure that their duties are delivered in a manner compliant with corporate (and legal) health and safety policies and procedures. All employees must familiarise themselves with and comply with the organisations, and their departmental, health and safety policies including departmental procedures and safe systems at work.

#### **Conduct**

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. Employees are required to follow the Councils Contract Procedure rules and Financial Regulations in any financial transactions and other dealings on behalf of the Council. Employees should be aware of the content of the Code of Conduct and ensure that they always act within the Code.

If the post holder does not understand how the above clauses affect them, they must ensure they seek clarification from their line manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities regarding GDPR, Equal Opportunities, Health & Safety and Safeguarding.

<b>Job description created/ updated by</b>	Name: Stuart Horton	Date:19/05/21
<b>Job description agreed by</b>	Post Holder:	Date: