



ADUR & WORTHING COUNCILS

Job Description

Authority:	Adur & Worthing Councils
Service Block:	Housing
Section:	Private Sector Housing
Post Title:	Private Sector Housing Officer
Post Number:	4210
Accountable to:	Private Sector Housing Manager
Management responsibility for:	N/A
Authority to liaise with:	Officers from other departments of the Council, other local authorities, external agencies.
Meetings attended on a regular basis:	Group meetings,

Principal purpose of job (role summary)

The post holder will act as a Private Sector Housing Officer in the Private Sector Housing Team and carry out a full range of enforcement, advisory and grant aided activities relating to the Private Sector Housing responsibilities of the Council. These responsibilities include :-

- Housing conditions

- Houses in Multiple Occupation

- Housing or living conditions giving rise to public health concerns or causing a nuisance.

- The delivery of Disabled Facility and Housing Renewal Grants.

- Arranging public assisted funerals

- Assist in the training of students and enforcement officers, as necessary

The post holder will be expected to have lead responsibility for activities assigned to the post as considered appropriate by the Private Sector Housing Manager as well as assisting the Private Sector Housing Manager with providing a good customer service and complying with the relevant service standards.

Main duties, tasks and responsibilities of post holder

1. To undertake responsibility for dealing with applicants and properties under the Disabled Facility Grant and Repair Grant Assistance Schemes, including property survey, test of resources, preparation of schedules of grant eligible works, examination of estimates and provision of advice on sources of finance, all as directed by the Private Sector Housing Manager.
2. To carry out inspections, and/or assist in such inspections, of housing (to include houses in multiple occupation) and living conditions within the private sector, either in response to complaints or proactively, to identify matters requiring attention.
3. To keep computer and/or manual records of actions in accordance with procedures of the Team and as directed by the Private Sector Housing Manager, including particulars of inspections and of the action taken in the execution of the post holder's duties
4. To provide the Head of Housing, the Private Sector Housing Manager and Council Members with records of activity and performance, written reports, statistical and other information relating to private sector housing standards and compliance activity as required.
5. To publicise and promote the work of the Private Sector Housing team in respect of private sector housing standards and compliance.
6. To work with the Private Sector Housing Manager to develop professional and advisory links with landlords, letting agents and managing agents with a view to improving the quality of the private sector housing stock
7. To prepare statutory Notices, prepare cases for legal action and to attend court or tribunal, if necessary, and to assist other officers within the Private Sector Housing team in these actions.
9. To act as an Authorised Officer of the Local Authority in accordance with the Public Health, Environmental Protection; Control of Pollution; Housing; Acts and related and subsequent legislation.
10. To arrange public assisted funerals, including the searching of premises and identifying next of kin where possible.
11. To secure the efficient, effective, economic and customer orientated service delivery of the duties associated with the post, in accordance with Council Policies, Standing Orders, Financial Regulations and other authorised procedures and practices & secure the efficient and effective use of all resources under the control of the post holder.
12. To undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
13. To undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the Directorate of Communities as may be required from time to time.
14. To undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
15. To promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the

list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.