



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

<b>Authority</b>	ADC / WBC
<b>Directorate</b>	Housing & Communities
<b>Post Title</b>	Private Sector Housing Officer
<b>Post Number</b>	
<b>Accountable to</b>	Private Sector Housing Manager
<b>Key leadership relationships</b>	<p><b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p><b>External:</b> Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
<b>Work style</b>	This role falls within the Blended Working Policy
<b>Last updated</b>	April 2024

## Job Description - Principal purpose of job (role summary)

As Private Sector Housing Officer you will support the Private Sector Housing Manager to 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

You 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.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

### Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: <ul style="list-style-type: none"> <li>● We listen</li> <li>● We say what we think &amp; do what we say</li> <li>● We are inclusive &amp; kind</li> <li>● We are ambitious</li> <li>● We think &amp; act beyond ourselves and our service</li> <li>● We are a team</li> </ul>
Promote the service and Councils positively at all times

### Role specific Duties and responsibilities

<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>To provide the Assistant Director of Housing and Homelessness Prevention, 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.</p>
<p>To arrange public assisted funerals, including the searching of premises and identifying next of kin where possible.</p>
<p>To act as an Authorised Officer of the Local Authority in accordance with the Housing/Public Health/ Environmental Protection/Control of Pollution Act and related and subsequent legislation.</p>
<p>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.</p>
<p>To publicise and promote the work of the Private Sector Housing team in respect of private sector housing standards and compliance.</p>
<p>To secure the efficient, effective, economic and customer centric service delivery of the duties associated with the post, in accordance with Council Policies, Standing Orders, Financial Regulations and other authorised procedures and practices &amp; secure the efficient and effective use of all resources under the control of the post holder.</p>
<p>Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities</p>
<p>Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies</p>

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and 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.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected

Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

## Person Specification:

<p>The core skills and competencies below are taken from our organisational <a href="#">Skills and Competencies Framework v1.0</a> and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.</p>	
<b>Participative</b>	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the <a href="#">Participation Skills &amp; Competencies</a>.</p>
<b>Adaptive</b>	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges &amp; opportunities to be able to adapt to change around you</p>
<b>Resilient</b>	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
<b>Leadership</b>	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Technical qualification in building, construction, environmental health or housing related subject.</p>	<p>Degree, diploma or equivalent in Environmental Health or Housing related subject.</p> <p>Further qualification in a relevant field.</p> <p>Certificate of Competence – Housing Health &amp; Safety Rating System – Assessment &amp; Enforcement.</p>

<p><b>Knowledge</b></p>	<p>Good working knowledge of the Housing Act 2004 and the Housing Health and Safety Rating System.</p> <p>Practical knowledge of building construction &amp; maintenance.</p> <p>Working knowledge of Mandatory HMO Licensing scheme and HMO Management Regulations</p> <p>Awareness of Disabled Facilities Grants, eligibility criteria regarding the applicant &amp; grant eligible works.</p>	<p>Extensive knowledge of all Parts of the Housing Act 2004 &amp; the enforcement options available.</p> <p>Extensive knowledge of the legislative requirements regarding HMOs.</p> <p>Working knowledge of landlord/tenant issues and private sector housing legislation</p>
<p><b>Experience</b></p>	<p>Experience and demonstrable competence in technical construction knowledge; carrying out surveys, drawing and interpreting technical drawings, schedules of work.</p>	<p>Technical competence and experience in current Local Government Private Sector Housing Duties.</p> <p>Experience in processing and implementing grants and grant applications.</p>
<p><b>Communication</b></p>	<p>Speaks confidently conveying clear messages to a wide range of audiences</p> <p>Conveys written information clearly and accurately to a wide range of recipients</p>	
<p><b>Relationship Building</b></p>	<p>Builds positive and productive working relationships with a wide variety of individuals including staff, managers and residents to support tenants needs.</p> <p>Positive attitude to customers and to the delivery of high quality services.</p> <p>Demonstrates a clear commitment to the team approach, exchanging ideas and providing support to colleagues</p>	
<p><b>Analytical</b></p>	<p>Has an analytical approach and professional curiosity, for example to try new ways of doing things to increase effectiveness and efficiency</p> <p>Demonstrates an eye for detail and good concentration</p> <p>Able to interpret analytical data and work to Key Performance</p>	

	Indicators (KPIs).	
<b>Planning/ Organising</b>	Able to manage high volume and complex caseloads.	
<b>Other requirements</b>	Valuing kindness and compassion in the workplace Acceptance of political restriction Able to travel within the Adur and Worthing Districts	

**Job description & Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	