

Job Details

Job Title:	HOUSING STANDARDS OFFICER
Post Number:	POST000385
Directorate:	Environmental and Community Services
Section:	Housing Services
Post Grade:	Tier: 4, Grade: G
Responsible to:	Private Sector Housing Team Leader
Responsible for:	N/A

Job Purpose

- To identify poor housing conditions and improve health, safety and energy efficiency through improvements in housing standards in private homes.
 - To support the development of proactive approaches to identifying poor housing conditions, including inadequate energy efficiency.
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Main Responsibilities

- Ensure that landlords in the private rented sector meet their statutory obligations with regard to housing conditions.
- Develop and maintain technical knowledge, knowledge of relevant legislation, guidance, good practice and countywide developments in public health.
- Interpreting and applying legislation, guidance, relevant codes of practice and council policy.
- Provide advice to landlords, tenants and property owners regarding housing conditions.
- Take appropriate and proportionate informal/formal statutory action to ensure compliance under the Housing Act 2004 and associated legislation.
- Create, sign and serve legal or enforcement notices when necessary.
- Prepare documentation to support legal proceedings. Attend court and give evidence when required.

- To carry out inspections of licensable and non-licensable houses in multiple occupation in accordance with the council's inspection programme, assess whether the property meets the criteria for a licence and issue one where it does, subject to payment having been made.
- Respond to service requests regarding disrepair and poor housing conditions in the private and social rented sectors.
- Conduct inspections of properties to identify defects, determine their cause(s) and recommend appropriate remedial measures.
- Prepare schedules of works requiring agents, owners and landlords to rectify disrepair and housing defects.
- Obtain quotations for work in default following service of statutory notices, inspect works in progress and on completion ensure payments to contractors can be authorised.
- Maintain accurate database records.
- Take appropriate action to minimise the neighbourhood impact of empty properties and work to bring such properties back to use.
- Raise awareness of home energy conservation with the public, landlords, tenants and owner occupiers and provide advice to them on affordable warmth and home energy conservation as required.
- Carry out inspections of properties when necessary regarding the installation of energy-saving measures in the home.
- Liaise with partner agencies, energy companies/utility providers and stakeholders to ensure funding opportunities to assist landlords and owner occupiers regarding the installation of energy saving/efficiency measures are maximised.
- Identify opportunities for promoting and facilitating the installation of home energy efficiency measures and support the delivery of council programmes.
- Support the service in identifying poor housing conditions, formulating plans and contributing to strategies to tackle them.
- Assist the Private Sector Housing Team Leader in implementing or updating the team's database modules and transferring data into electronic form.
- Collate and compile data to ensure reporting in accordance with the Home Energy Conservation Act is completed when required and in a timely manner.
- Assist colleagues in the development of policies promoting affordable warmth and home energy conservation and combating climate change and fuel poverty.
- Assist in the delivery of the Disabled Facilities Grant programme.
- Represent the Council at meetings with partner organisations (both local and countywide/sub-regional) to ensure a co-ordinated approach to the council's priorities in this area.

Decision making

- Identifying the cause of property defects and determining the most appropriate course of action to rectify the defect.
- Determining the existence of Category 1 and 2 hazards in properties in accordance with the Housing Act 2004.
- Signing legal and enforcement notices.
- Agreeing the completion of works undertaken to rectify housing defects and compliance with statutory notices.
- Advising landlords and owner occupiers on suitable measures to improve home energy efficiency.

Financial Responsibilities

- Checking invoices and grant eligibility.
- Seeking quotations from contractors regarding the completion of works in default.

Key Contacts / Relationships

- Internal: Private Sector Housing Team Leader, Housing Services Manager, Senior Environmental Protection Officer, Admin Manager, Community Safety, Legal, Procurement, Audit, Information Security and other officers.
- External: The general public, landlords, regional groups and partnership groups such as the Built Environment Group, Disabled Facilities Planning Group and the Local Authority Energy Partnership, DASH Services, Registered Providers such as EMH, the voluntary sector, contracted managing agents or installers, building contractors, Derbyshire County Council, Midlands Net Zero Hub (MNZH), Department for Energy Security & Net Zero (DESNZ), energy companies, utility providers and charitable organisations.

STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a

common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: **Steven Shanahan, Housing Services Manager**

Date: **March 2025**

Version: **3.0**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: HOUSING STANDARDS OFFICER

Post Number: POST000385

EXPERIENCE

Essential Criteria

- Post qualification experience in private sector housing. A,I
- Experience of regulatory housing enforcement (including HMO licensing), inspection, preparing statutory notices and schedules of work. A,I
- Practical experience of identifying and tackling hazards under the Housing Health and Safety Rating System (HHSRS) and enforcement in line with the Housing Act 2004. A,I,T

Desirable Criteria

- Experience of administering Disabled Facilities Grants. A,I
 - Experience of delivering energy efficiency programmes. A,I
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QUALIFICATIONS

Essential Criteria

- Honours Degree 2.2 or above in Building and Construction/Construction Management, Surveying or an equivalent qualification or Higher National Diploma and three years experience or a qualified Environmental Health Practitioner (holding CIEH Chartered status) (CenvH) with housing experience. A,D
- Certificate of Competence in applying the Housing Health and Safety Rating System (HHSRS). A,D

Desirable Criteria

- Continuing professional development certification: Enforcement A,D
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SKILLS & KNOWLEDGE

Essential Criteria

- Detailed knowledge of legislation and guidance relevant to all aspects of private-sector housing and houses in multiple occupation and ability to interpret and deploy this. A,I
- A sound understanding of the issues around affordable warmth and how to apply practical, tailored solutions. A,I
- Able to communicate effectively orally and in writing including a clear ability to express technical terms in plain English. A,I,T
- Able to evidence excellent interpersonal skills including negotiation and mediation. A,I

- Experience of managing workload effectively including prioritising well. A,I
- Good ICT skills including experience of using data management systems. A,I

Desirable Criteria

- Understanding of the administrative procedures associated with disabled facilities grants A,I

• OTHER REQUIREMENTS

Essential Criteria

- Full UK driving licence. A,D
- Able to work outside normal hours when required. A

Desirable Criteria

- None

ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

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