



Tenancy Relations Officer Candidate Pack



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DARTFORD
BOROUGH COUNCIL

About the role



Tenancy Relations Officer

Directorate – Housing and Public Protection

Department – Housing - Private Sector

Grade – F

Salary – £36,760.58 PA rising to £39,291.43 PA following 12 months satisfactory performance

Hours - 37 hours per week – Monday – Friday

Flexi-time available

About the role

We're introducing an exciting new position of a Tenancy Relations Officer to join our Private Sector Housing Team. This is an excellent opportunity to play a lead role in protecting tenants from tenancy related breaches such as rental bidding, discrimination against renters who have children or receive benefits and unlawful eviction or harassment, while supporting landlords and residents to achieve positive housing outcomes.

The Private Sector Housing Team's function is to improve the standard of private sector properties through grant assistance, enforcement action, education and advice. The Tenancy Relations Officer is a pivotal new role created in response to the landmark Renters Rights Act 2025 – a once in a generation transformation of the private rented sector. From 1 May 2026, the ban on no-fault evictions marked a major shift in tenant protection, alongside the introduction of a wide range of new tenancy offences and strengthened safeguards against unlawful eviction and harassment. This is a rewarding opportunity to be at the forefront of change, helping to enforce new rights and make a meaningful difference to tenants' lives.

This post is considered by DBC to be a customer-facing position. The Council therefore has a statutory duty under Part 7 of the Immigration Act (2016) to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements.

Skills, Knowledge and Experience:

- Minimum of 5 GCSEs Grade 9 to 4 (or equivalent) inc Maths & English Lang AND educated to A Level standard or equivalent such as a Level 3 qualification.
- Experience of working in a regulatory or enforcement environment including in Private Sector Housing /Housing Solutions/Housing, Environmental Health, Trading Standards, a legal or regulatory setting or equivalent. OR possess a Level 4 or above Qualification in a related field e.g., Housing, Environmental Health, Law, Law enforcement or regulatory services etc
- Experience of dealing sympathetically, positively and fairly with customers or clients and experience of dealing with difficult customers and situations
- Working knowledge of the Protection from Eviction Act 1977, Housing Act 1988, Landlord and Tenant Act 1985 and Housing Act 2004 is desirable
- Awareness of the Renters Rights Act 2025
- Ability to carry out site visits
- Full clean driving licence with access to a car (Business use insurance will be required for this post)



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Disability Confident Employer

DBC is Disability Confident Employer and welcomes applications from candidates with a disability.

We operate a Guaranteed Interview to any candidate with a disability who meets the minimum criteria for the role. If you have a disability and are applying for a particular role, please ensure that you indicate this on your application form, and advise us of any reasonable adjustments which you may require.

A disability under the Equality Act 2010 is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

Care Leavers

We will offer an interview to care leavers who meet the minimum criteria for the post. If you are a care leaver, you must inform us of your care leaver status at the time of your application.

Armed Forces

As part of the Council's commitment to the Armed Forces Covenant and to ensure that ex-armed forces personnel are not disadvantaged as a result of their service, veterans of the armed forces and/or their spouses/civil partners, applying for a job at the Council will be guaranteed the offer of an interview, provided that:

- They or their spouse/civil partner are currently serving in the armed forces and are within 12 weeks of their discharge date
- They or their spouse/civil partner were in long-term employment with the armed forces within the last five years
- They meet the essential criteria for the advertised role
- They confirm that they wish any application for a post at the Council to be considered under the guaranteed interview scheme.

How to apply

Please apply via:

<https://www.dartford.gov.uk/by-category/jobs-and-careers/job-vacancies-at-the-council>

Do not send your CV – only fully completed application forms via the link above will be accepted

We reserve the right to close this vacancy before the advertised closing date. Please apply early to avoid disappointment.

Shortlisted?

Shortlisting and selection will be based on the job profile and experience required. You will need to address these requirements in your application drawing on any experience you have gained at work or in a voluntary capacity. You should give examples of how you meet the criteria outlined in the job profile and the Council's Core Behaviours. If you are unable to explain how you meet the requirements of the role, we may not be able to shortlist you.

Closing date:

23:59pm 12th August 2026

Interview date:

18th - 20th August 2026



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About the Council



Why Dartford

'Dartford is a place of quality, choice and safety. A place where great communities, concern for the environment and a successful economy support people who want to live, work and enjoy leisure time.'

Dartford Borough Council is one of the most exciting places to work in the region. Not only are we working on some special projects to improve life in the borough but we also have one of the most accessible offices in the country.

Our Commitment to Equality and Diversity

Dartford Borough Council is committed to equal opportunities policies and action to ensure that the best candidates for any post are appointed irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We operate a name-blind recruitment process and remove candidates' personal information to ensure that people will be shortlisted for interview on merit.

Our aim is to remove barriers to employment, promotion and development so that all employees have equal access to these on the basis of ability and the requirements of the job.

We are committed to challenging inequality, discrimination and disadvantage and to achieving the highest standard of employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment, and we welcome applications from all sectors of the community.

The Council has signed up to the Disability Confident Scheme. Through Disability Confident, we are working to ensure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations. We are committed to interviewing all disabled candidates who meet the minimum criteria for the role. In addition the Council will where possible make reasonable adjustments to ensure the interview process is accessible to disabled candidates.



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Getting to us

Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

By car...

The Civic Centre can be accessed via A206 to the north, A282/M25/M20 to the east and the A2 to the south. The A226 Dartford Road links Bexley to Dartford Town Centre. The Council offers free car parking for staff.

By train...

Dartford Civic Centre is situated opposite Dartford station. Dartford is part of the TfL Oystercard area and there are regular and frequent services from Central London (Charing Cross, Victoria and London Bridge). In the opposite direction there are regular services to Gravesend and the Medway Towns with connections to Canterbury and the Kent Coast.

By bus...

Good bus services serve Dartford town centre, including TfL buses, and the Fastrack rapid transit system. Bus stops in Home Gardens, two minutes walk to the Civic Centre, are served by:

- TfL bus routes 96, 428 and 492
- Fastrack bus routes A, B & C
- Arriva Sapphire bus services routes 480 & 490 between Dartford Town Centre and Gravesend.

By bike...

Dartford Town Centre lies on strategic cycle routes. View the routes on the Explore Dartford Maps:

https://explorekent.org/wp-content/uploads/2020/06/EK-DARTFORD_PRINT.pdf

[Link to map and more info](#)

Dartford Borough Council Civic Centre



Core Behaviours

Values are a key component of a healthy workplace culture because they clarify how the Council and its staff should behave and help to ensure that everybody is working towards the same goals. They provide the framework within which employees can test decisions, accomplish tasks, and interact with others.

The Council's core behaviours reflect the special qualities that attract, engage and retain the talent that we want; and will be used to shape our culture by influencing the work we do, and how we do it. These behaviours focus the way we expect employees to approach daily business practices, conduct communications and interact with one another.

The Council has five core behaviours that guide the way we think and act as an organisation, and each member of staff is responsible for incorporating them into their day to day roles.



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Core Behaviours

Communication

Demonstrated by:

- Actively listening to customers and colleagues and asking questions to provide clarity
- Seeking to understand customer and colleague needs and proactively looking for ways to exceed expectations
- Being clear, concise and courteous
- Providing regular and timely feedback
- Leaving a positive impression of the Council

Respect

Demonstrated by:

- Creating trusted relationships with customers, colleagues and communities to achieve mutual goals
- Treating customers and colleagues with respect and dignity and valuing others as individuals
- Learning from others and valuing differences
- Being thoughtful, tactful and considerate
- Acting with integrity, loyalty and trust

Accountability

Demonstrated by:

- Taking the initiative and ownership of our decision, actions, performance and behaviour
- Learning from our mistakes and seeking out opportunities to improve
- Delivering on promises to customers and colleagues
- Being proud of what we do

Adaptability/Flexibility

Demonstrated by:

- Displaying a 'can do' attitude and being innovative
- Embracing change
- Getting out of our comfort zones and creating our own opportunities
- Looking for the positive in every situation
- Challenging negativity and bad behaviour

Collaboration

Demonstrated by:

- Sharing ideas and challenges with our colleagues and actively seek out their opinion
- Working together beyond departmental boundaries to achieve superior results
- Ensuring everyone has an equal opportunity to share and contribute ideas
- Being part of the solution



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Total Reward Package

Pension

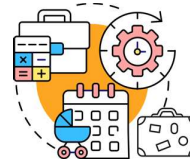
We are part of the Local Government Pension Scheme (LGPS). There is a 50/50 section which enables a member to pay half rate contributions for half the benefits. The LGPS is a career averaged revalued scheme (CARE), which means your benefits are based on your salary for each year you are in the scheme. Your contribution rate, based on your salary, is 6.5%



Holiday Entitlement

You will be given a generous holiday entitlement of 185 hours (equivalent of 25 days) plus a further 37 hours (equivalent of 5 days) after five years of continuous DBC service, plus a further 37 hours (equivalent of 5 days) after 5 years of service and a bank holiday entitlement per annum.

These amounts are pro-rated for part-time hours.



Car Parking

Free car parking for work



Private Medical Insurance

Subsidised private medical insurance for employees on Grade H and above on application



Shared Cost AVC's

LGPS members have access to our Shared Cost Additional Voluntary Contribution (Shared Cost AVC) scheme, which offers you a cost-efficient way to invest in your financial future.



Professional Membership Fees

The cost of one membership a year to a professional organisation that you require for your job



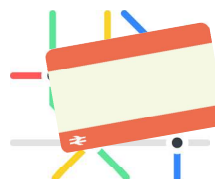
Car Loan

A loan to assist you with buying a car, subject to certain criteria being met



Season Ticket Loan

An interest free loan to assist with the purchase of a season ticket to travel to and from work



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Total Reward Package

Cycle to Work

A salary sacrifice arrangement which allows employees to purchase a bicycle for travel to work. The scheme allows the cost to be spread over a monthly deductions and also reduces the employee's tax and national insurance costs.



Hybrid Working

A Hybrid Working Policy which allows you to work part of your week remotely (depending on role and in agreement with your line manager)



Flexi-Time Working

A flexi-time working scheme (in agreement with your line manager)



Wellbeing

We have achieved the national Workplace Wellbeing Charter accreditation demonstrating our commitment to proactively championing a health workplace culture.



Employee Assistance Programme

Access to a free and confidential Employee Assistance Programme which offers support for a wide range of issues including telephone and face to face counselling



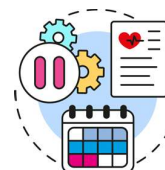
Occupational Healthcare

An occupational health service to support employees in the management of health issues.



Occupational Sickness Pay

Generous sick pay based on length of service



Total Reward Package

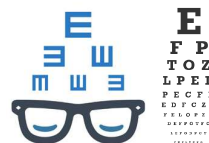
Flu Vaccinations

Free flu vaccinations on an annual basis



Eye Care

Assistance with the cost of an eye test and glasses or contact lenses for working with computer screens



Fairfield Leisure Centre Discount

20% discount on Premium Membership



Employee Benefits Portal

A host of benefits, deals and offers via our online benefits portal including, but not limited to, shopping, travel and activities



Family Friendly Policies

An enhanced package of Maternity, Adoption, Paternity, Parental, Shared Parental and Parental Bereavement Leave



Compassionate Leave

Up to 10 days paid leave following the death of a close relative



Cadet and Reserve Armed Forces Leave

Up to 10 days paid leave per year to take part in duties or training.



Public Duty Leave

Additional leave for members of certain public bodies to undertake duties



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Job Profile

Job Title: Tenancy Relations Officer

Grade: F

Reporting to: Private Sector Housing Manager

Responsible for: N/A

Experience:

- Experience of working in a regulatory or enforcement environment including in Private Sector Housing /Housing Solutions/ Housing, Environmental Health, Trading Standards, legal or regulatory setting or equivalent. OR Level 4 or above Qualification in related field e.g., Housing, Environmental Health, Law, Law enforcement or regulatory services etc
- Experience of dealing sympathetically, positively and fairly with customers or clients and experience of dealing with difficult customers and situations.
- Relevant experience and/or qualifications in investigatory practice, gathering witness statements in line with PACE conditions, preparing prosecution files and attending court/tribunals is desirable.
- Strong IT skills - able to use all standard office packages and databases. Knowledge of Uniform database program is desirable.
- Good written skills including composing emails, making contemporaneous notes, letters and reports
- Excellent negotiation skills and verbal skills; face to face and on telephone
- Good numeracy skills
- Able to deal with challenging behaviour
- Able to interpret and apply complex laws/regulations
- Must have adaptable and flexible attitude to work requirements and problem solving
- Ability to manage own workload, use own initiative to solve problems and work independently
- Highly conscious and aware of confidentiality and integrity with the ability to manage and interpret sensitive and confidential information.
- A willingness to learn and undertake training
- Ability to produce accurate records, documents and standard legal notices
- Experience undertaking enforcement action is desirable
- Experience in dealing with formal legal and administrative procedures

Specialist Knowledge:

- Working knowledge of the Protection from Eviction Act 1977, Housing Act 1988, Landlord and Tenant Act 1985 and Housing Act 2004 is desirable
- Awareness of the Renters Rights Act 2025.

Qualifications:

- Min of 5 GCSEs Grade 9 to 4 (or equivalent) inc Maths & English Lang AND educated to A Level standard or equivalent such as a Level 3 qualification.

Special Circumstances:

- Ability to carry out site visits
- Full clean driving licence with access to a car (Business use insurance will be required for this post)
- This role requires an Enhanced DBS check
- Some out of hours working may be required

Key activities:

- To facilitate and provide advice, support and mediation services to private tenants and landlords, ensuring compliance with housing legislation including the Renters Rights Act 2025.
- To investigate alleged breaches and offences relating to tenancy and housing law, and where appropriate take enforcement action under the Renters Rights Act 2025, Housing & Planning Act 2016, Protection from Eviction Act 1977, Landlord and Tenant Act 1985, Housing Act 1988 and The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014.
- To support the Private Sector Housing Officers with enforcement of the Housing Act 2004 and other legislation as required.

Main Duties

- Provide verbal and written tenancy and housing law advice and mediation to tenants, landlords, letting agents, property managers, colleagues, partner agencies, and others; in particular, relating to the Renters' Rights Act 2025, the Housing Act 1988, the Landlord and Tenant Act 1985, and the Protection from Eviction Act 1977.
- To work collaboratively with the Housing Solutions Team to deliver a joined-up response to tenancy-related concerns and allegations.
- To investigate potential breaches of landlord and tenant legislation; including, where necessary, the undertaking of investigatory site visits to residential and other premises and interviews to gather evidence and witness statements, in accordance with relevant procedures, legislation and to the required evidential standards.
- To respond proactively to live situations in an attempt to prevent harassment, unlawful evictions and other tenancy-related breaches and offences.
- To ensure the Protection from Eviction Act 1977 is effectively enforced in relation to unlawful evictions and harassment.
- To ensure the provisions contained in the legislation, in particular those introduced by the Renters' Rights Act 2025, are effectively enforced. These concern a wide range of tenancy-related restrictions and provisions including the ending of Section 21 'no fault' evictions and assured shorthold tenancies; the prohibition of 'rental bidding' and discrimination against tenants in receipt of benefits or with children when letting a property; rent increases; deposits and Tenants right to request a pet,
- To monitor the government directed landlord ombudsman scheme (s) when introduced to ensure that landlords are registered with one of the schemes.
- Take enforcement action where landlords are found to not be registered with the Landlord Ombudsman Service.
- To monitor the government's Private Rented Sector (PRS) Database when introduced to ensure local landlords are registered correctly and submission of satisfactory certificates.
- Take enforcement action where landlords are found to not be registered on the landlord database.
- Educate and inform landlords of their responsibilities to register on the landlord database.
- Monitor compliance with relevant landlord and letting agency redress and ombudsman schemes, giving advice and taking enforcement action, as required.
- To support eligible private tenants in making Rent Repayment Orders to the First-tier Tribunal.
- To provide witness statements, and to assist victims and other witnesses in giving witness statements.
- To keep a precise PACE (Police and Criminal Evidence Act 1984) notebook and accurate electronic records of all work undertaken in accordance with departmental procedures.
- To interview suspects under caution, in accordance with the Police and Criminal Evidence Act 1984 and internal departmental procedures.
- To recommend initiating prosecutions and imposing civil penalties once - following thorough investigation - it has been established that both the evidential and the public interest tests have been met. Recommendations will be carefully considered by duly authorised senior officers.
- Prepare cases for prosecution, civil penalties, First Tier Tribunals and other courts to the required standards as instructed, including the preparation of letters, memos, notices, reports, legal papers and other documents as required, and attending court and other hearings to give evidence as necessary.
- Deliver training to internal and external stakeholders including the police, to ensure that they are kept informed and updated to the applicable legislation, the council's duties and powers and working practises and procedures.
- To keep accurate long term statistical data and monitor trends relating to tenancy enforcement activity.
- To represent the council at external meetings, events and forums which relate to tenancy and housing law.
- To actively participate in landlord and tenant engagement events (e.g. Landlord Forum).
- To keep up to date with legislation and guidance and maintain comprehensive knowledge of the law and policy options relevant to the field of work.
- To assist in the development of policy and procedures relating to this role and functions of the Private Sector Housing Team.

This, together with the competency levels is a description of the job as it is at present constituted. It is the practice of this Council to periodically review and update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will be expected to participate fully in any discussions and, in connection with them, to re-write your job profile to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your immediate superior. It is the Council's aim to reach agreement on reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you. As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you. All aspects of the post are to be carried out in compliance with the Council's overall Policies and Procedures, and all post holders will frequently have access to confidential information and will maintain such confidentiality as required by the Council.



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