Role Profile

(This document is to be read in conjunction with and supports the relevant Job Family)

Job Title	Housing Standards Surveyor		
Job Family	Technical Locality		
Level	3	**Grade:**	CCC13
Directorate/Service	People and Place/ FM		
Reports to (job title)	Lead Private Sector Housing Manager		
DBS Requirement	Standard: No Enhanced: Yes		
Location (Office / Remote)	Office	**Politically Restricted Post**	No

ROLE SPECIFIC ACCOUNTABILITIES

- Carry out comprehensive inspections of dwellings and record the results in the agreed format
- Prepare scale drawings, schedules and specifications of work
- Carry out site visits to investigate all types of requests for service, including complaints of nuisance, disrepair, dampness, overgrown gardens, empty homes, caravan sites etc
- Survey and assess the condition of housing in the private sector, including the diagnosis of problems and designing appropriate schemes of remedial works
- Project manage building contracts when necessary to enforce statutory notices, including drawing plans, specifications of works, obtaining estimates, supervising works, making payments and recharging costs to property owners.
- Implement and enforce statutory and discretionary licensing schemes for houses in multiple occupation
- Implement and advise on the licensing scheme for caravan sites across the district
- Negotiate meaningfully with property owners and managers to bring about improvements in property conditions and achieve satisfactory resolution of complaints.
- Write letters and draft statutory notices where a negotiated solution cannot be achieved
- Prepare prosecution and appeal cases and represent the Council in Court or at Tribunals
- Keep abreast of new legislation, technical knowledge, guidance that may affect the Council or its customers
- Give meaningful advice on energy efficiency, grants and benefits to tenants and landlords
- Administer the Disabled Facilities Grant process, including giving advice on eligibility for grant, preparing plans and specifications, means testing and preparing schemes for approval
- Work with the Housing Solutions team to intervene where harassment or illegal eviction is alleged.
- Carry out any other duties that are commensurate with the general level of

responsibility of the post.

ROLE SPECIFIC REQUIREMENTS	
Knowledge	● Working knowledge of landlord/tenant issues and private sector housing legislation ● Building regulations and Planning regime ● Sound knowledge of building construction and contract administration ● A thorough understanding of the causes and remedies of dampness in buildings ● Sound understanding of compliance with statutory landlord obligations and associated legislation in particular the Decent Homes Standard ● Able to oversee contractors work to achieve high standards to time and budget ● Principles of Risk Assessments and Method Statements and their role in Repairs and Maintenance ● Understanding of the legal processes covering enforcement work including PACE, evidence gathering and prosecutions. ● Knowledge & understanding of the Housing Act 2004 and the Housing Health and Safety Rating System. ● Knowledge & understanding of the Mandatory HMO Licensing scheme and HMO Management Regulations ● Knowledge & understanding of Disabled Facilities Grants, eligibility criteria regarding the applicant & grant eligible works. ●
Qualifications	● Qualified to A-Level standard or equivalent ● Educated to degree standard would be desirable ● A recognised HND or equivalent qualification in building / construction / environmental health; or a minimum of 5 years experience in a similar role ● HHSRS Qualification
JOB DIMENSIONS - *Include key statistics relating to the job*	
Annual budgetary amounts - *State if impact is direct or indirect*	
Services / Teams reporting to the job holder - *directly & indirectly*	Direct: 0 Indirect: 0
Any other relevant statistics	
WORKING ENVIRONMENT CONTEXT	
Normal office environment with frequent site visits sometimes in unfavourable conditions. Home working is encouraged where appropriate. Driving licence and use of a car required.	

ROLE PROFILE SIGN-OFF		
Completed by	*Lora McCourt* *Locality Services Manager*	
Reviewed/Agreed by	*Name*	*Date*
Job Holder	*Name*	*Date*