

**Private Sector Housing Officer**

**Job Description**

**1. POST DETAILS**

Business Centre: Environmental Services  
Division: Private Sector Housing  
Post Number:  
Working Hours: 37  
Grade: 9/10  
Work Base: Runnymede Civic Offices  
Prepared/Agreed by: K Zireva/P Burke  
Date: 02/09/2021

**2. ORGANISATIONAL RELATIONSHIPS**

Reports to: Private Sector Housing Manager  
Deputising Responsibility: Yes - PSHM  
Directly Supervises: None  
Indirectly Supervises: PSHA

**3. JOB PURPOSE (What is the job trying to do?)**

To work with owner occupiers, landlords and tenants to improve the condition of private homes in Runnymede.

**4. OBJECTIVES (What is the purpose of the job?)**

To improve the quality of life of residents through enforcement of Housing legislation and implementation of the Runnymede Renewal strategy which includes the Council's Financial Assistance Scheme to aid the repair, adaptation and improvement of their homes.

## 5. MAIN DUTIES OF THE POST

- To respond to complaints regarding property disrepair or poor housing conditions, undertaking inspections of private sector housing to assess potential hazards under the HHSRS and taking enforcement action against owners and landlords in line with legislation and the Council's policy, as appropriate.
- To provide property owners, members of the public and businesses with general advice about the statutory requirements and guidance with regard to housing standards and management.
- To undertake the inspection of HMOs in relation to the Council's licensing function, management regulations and to assess conditions in relation to the HHSRS.
- Prepare letters, notices and schedules of work necessary to bring properties up to current statutory and Council standards and take appropriate enforcement action to secure necessary improvements.
- To work in consultation with the Council's Solicitor, refer cases for civil penalties or prosecution, including gathering evidence and conducting PACE interviews and attending court as required giving evidence.
- Liaise with Surrey Fire & Rescue with regard to inspections and action of high risk HMOs.
- Deal with British High Commission requests with regard to housing condition and overcrowding.
- To advise and deal with applications for financial assistance towards housing renovation or adaptation including –
  - Dealing with initial applications for various types of financial assistance.
  - Referral of appropriate clients to Runnymede Care & Repair and the Surrey Social Services Team.
  - To assist Runnymede Care & Repair to determine extent of any financial assistance available from the Council to their clients. Liaise with other Agencies regarding applications for financial assistance, e.g. Social Services Occupational Therapists Team in relation to Disabled Facilities Grants.
  - Assessing entitlement to assistance against policy.
- Any other duties which may be allocated from time to time which are commensurate with the post holder's qualifications and experience.

### *General*

*The above is a record of the main duties and responsibilities of this post at a given date. The job may naturally change to meet the requirements of the service. If the changes are more significant your manager will discuss this with you.*

## **Person Specification**

Please indicate whether the criteria is assessed against the application form or interview by using a ✓ in the columns to the right.

	<b>Method of Assessment</b>	
	<b>App Form</b>	<b>Interview</b>
<b><u>Essential Qualifications</u></b>  Degree in Environmental Health or a Building related subject.  Qualified HHSRS practitioner	✓  ✓	
<b><u>Essential Experience &amp; Knowledge</u></b>  Sound knowledge and experience of the regulatory framework guidance and good practice in relation to the Housing Acts Housing Health and Safety Rating System HMO legislation and associated enforcement legislation	✓	✓
<b><u>Desirable Experience &amp; Knowledge</u></b>  Experience of working with members of the public.  Experience of undertaking property inspections and investigation of complaints of housing conditions and taking subsequent enforcement action	✓  ✓	✓  ✓
<b><u>Essential Skills/Attributes</u></b>  Good level of both written and oral communication skills and the ability to write and interpret reports, schedules and specifications.  Good level of I.T literacy and keyboard skills.	✓  ✓	✓  ✓
<b><u>Essential Personal Qualities</u></b>  Good organisational skills.  Ability to maintain clear, concise records.  Ability to remain calm, firm and confident when dealing with clients, contractors and landlords or their agents  Ability to work flexibly as part of a team and also work on own initiative.		✓  ✓  ✓  ✓

<b><u>Other Requirements</u></b>		
Prepared to attend training courses.		✓
Current UK driving licence and able to provide a car for work	✓	
Able to undertake site inspection.		✓
Have some flexibility in regard to duties and the hours of work		✓