

# Job Pack

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## Specialist Advisor (Private Rented Sector)



Lewes District Council



Working in partnership with Eastbourne Homes

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## Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

***“The best of town, country and coast”***

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## Job Information

Homelessness is high on the national agenda, and we are offering an exciting opportunity to join our Housing Needs and Standards team as a Specialist Advisor working with private landlords to maximise the number of properties available to let to homeless households.

As a 'Specialist Advisor-Private Rented Sector' within our Housing Needs team, you will be a technical expert or experienced lettings agent, providing specialist advice on landlord-tenant law. You will be responsible for coordinating our Landlord Rewards scheme, working with landlords to maximise access to assured shorthold tenancies for our customers through creative use of incentives. You will build effective working relationships with landlords and estate agents, supporting with property management, sign ups, tenancy sustainment and temporary accommodation placements, and helping caseworkers to resolve cases of varying complexity. You will engage with a range of different stakeholders, including MPs, Councillors and senior colleagues. You will also be working closely with managers, suggesting ways in which housing and customer services could be improved across a number of different work streams.

It is an exciting time to join the team. You will have the opportunity to work closely with a number of different projects and initiatives, such as the nationally recognised Rough Sleeper Initiative and our Public Health-funded Wellbeing and Employability pilot, as well as taking the lead on the development of our tenancy readiness online learning platform.

To be successful you will be a good communicator and able to build strong working relationships with internal and external stakeholders. You will also need an eye for detail, have good investigation, critical thinking and decision making skills and be able to adapt and manage a high fluctuating workload.

Knowledge and experience in letting property is essential, as is a thorough working knowledge of the relevant Acts.

### **Working for Lewes District Council and Eastbourne Borough Council**

Housing Needs and Standards has enhanced its commitment to personal development. You will be able to access a number of different opportunities and training.

Because we work across two councils, our area is unique in its mix of environments, including the larger urban area of Eastbourne, the historic county town of Lewes, small towns and villages in and around the National Park and a large area of coastal strip. The work is varied and challenging.

As an employee of Lewes District and Eastbourne Borough councils, you will have access to a number of benefits. This includes:

- Transport discounts, including a 15% discount on some Southern Rail Journeys and a 10% discount at Halfords on bikes, cycling accessories, servicing and parts

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- Minimum annual leave entitlement of 25 days increasing to 29 days after completing five years' service
  - A flexible working environment, allowing you to work remotely and flexibly – helping you achieve a better work/life balance
  - Discounted use of gyms and sports centres

Although the Housing Needs and Standards team work predominantly from home, you will be required to work from our Lewes, Eastbourne and Newhaven offices, subject to the needs of the service.

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## Job Description

<b>Post Title</b>	<b>Specialist Advisor (Private Sector Housing)</b>
<b>Service Area</b>	<b>Homes First</b>
<b>Team</b>	<b>Housing Needs and Standards</b>
<b>Grade / salary</b>	<b>D/E</b>
<b>Reports to</b>	<b>Housing Needs and Standards Lead</b>
<b>Date prepared</b>	<b>June 2017</b>

### Job Purpose

- Provide customer focused specialist advice on a range of statutory and non-statutory services.
- To input and deliver appropriate areas of the Corporate Strategy and associated policies and plans.
- To provide technical input to corporate projects and strategic programmes.

### Key Tasks

1. To deliver a specialist, professional service with high standards of advice and support and resolving cases of varying complexity as they arise.
2. Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy.
3. Being accountable for complex or contentious applications, cases and inspections, ensuring satisfactory resolution and liaising with external agencies and partners including courts, tribunal services and other formal bodies.
4. Support, guide and advise the case management team, customer services and mobile locality teams delivering the service on less complex cases.
5. Specify and manage projects, budgets and contracts that deliver community and corporate objectives.
6. Prepare and present reports to Cabinet, Council committees and other internal and external meetings.
7. To provide technical expertise for strategy development.

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8. Ensure personal, professional development is maintained to the required standards.

## Level 2

As above and;

9. Develop and manage Council policies and contribute to the Corporate Plan and the development of service strategy across the councils' alongside the Strategic and Partnership Leads.

## Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
4. To understand and apply the council's Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. Lewes District and Eastbourne Borough Councils' are committed to Safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy and Procedures provides a framework within the Council, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

7. To work within the Council's Core Competencies Framework. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

## Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"><li>• Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them.</li><li>• Knows the strategic direction of the Council and acts in support of it.</li></ul>
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Communicating Well	<ul style="list-style-type: none"> <li>• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally.</li> <li>• Works positively to gain understanding from others.</li> </ul>
Driving Improvement Performance & Results.	<ul style="list-style-type: none"> <li>• Takes responsibility and ownership for decisions, actions and results.</li> <li>• Takes actions to improve skills, knowledge and level of contribution.</li> <li>• Seeks and delivers high standards for self, team and Council</li> </ul>
Self Management	<ul style="list-style-type: none"> <li>• Self motivated and professional.</li> <li>• Is organised and uses time and technology efficiently.</li> <li>• Adopts a flexible approach to change</li> </ul>
Delivering for our Customers	<ul style="list-style-type: none"> <li>• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction</li> </ul>
Working Together	<ul style="list-style-type: none"> <li>• Actively contributes to team working, sharing information, valuing the input of others.</li> <li>• Works co-operatively and is committed to building, productive, positive relationships.</li> <li>• Demonstrates commitment to achieving overall team objectives</li> </ul>

**This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.**

## PERSON SPECIFICATION

### QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"> <li>• Educated to Level 3 standard or equivalent or qualified by strong relevant experience.</li> <li>• Relevant qualification or qualified by track record of relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Institute of Customer Services (or equivalent).</li> <li>• Degree or equivalent.</li> <li>• Membership of relevant professional body.</li> </ul>

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## TRAINING

Essential	Desirable
<ul style="list-style-type: none"><li>• Commitment to undertake continuing professional development.</li></ul>	

## SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none"><li>• Proactive with commitment to provision of excellent customer service.</li><li>• Ability to prioritise, meet deadlines and work effectively under pressure.</li><li>• Good communication skills both written and verbal to include report writing, presentation and influencing skills.</li><li>• Verbal reasoning.</li><li>• Decision making and problem solving.</li><li>• Committed to high standards of performance and quality.</li><li>• Able to communicate effectively with customers, colleagues, Council Officers and external agencies.</li><li>• Ability to effectively organise own and team workload to meet deadlines.</li><li>• Ability to mentor and coach other team members.</li><li>• Ability to actively listen in order to extract and assess important information to ensure that the appropriate arrangements are made to support the customers needs.</li><li>• Ability to work calmly and sensitively.</li><li>• To be confident, flexible and the ability to work on own initiative.</li></ul>	

<ul style="list-style-type: none"> <li>• Ability to use IT systems to gather, store and produce reports and process information.</li> <li>• Ability to work, support and deliver services within the Councils Equalities Policy</li> </ul>	
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**KNOWLEDGE**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Office.</li> <li>• Excellent Knowledge of services provided across the councils.</li> <li>• Detailed Knowledge of current housing and related legislation including, the Housing Act 2004, the Regulatory Reform Order 2005 and the Deregulation Act 2015.</li> <li>• Good working knowledge of legislation and developments within the specialism.</li> <li>• Equalities policy and procedures.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of terminology and acronyms used by service areas.</li> <li>• Contracts and procurement methods and practices.</li> <li>• Project and/or change management.</li> </ul>
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**EXPERIENCE**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Professional competence / expertise and proven experience in the relevant specialism(s).</li> <li>• Assisting in planning and delivering projects/ programmes.</li> <li>• Preparation and presentation of reports.</li> <li>• Experience in dealing with service users and stakeholders.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of terminology and acronyms used by service areas.</li> <li>• Contracts and procurement methods and practices.</li> <li>• Project and/or change management.</li> </ul>
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**PHYSICAL, LEGAL AND OTHER REQUIREMENTS**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• An engaging, enthusiastic and positive manner with a strong “can do” approach.</li> </ul>	<p><b>Desirable</b></p>
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<ul style="list-style-type: none"><li>• Able to undertake site inspections.</li><li>• Ability to travel across Lewes District and Eastbourne Borough.</li><li>• Willingness to work within the council's Core Competency Framework.</li><li>• Willingness to develop skills and knowledge in other areas to provide flexibility within the service.</li></ul>	
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***All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.***

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# TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

## Duration

This is a Permanent contract.

## Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band D/E.

## Salary

The spinal column points (SCP) for the post are as follows:

SCP 15	£24,003	SCP 21	£27,032	SCP 27	£31,346
SCP 16	£24,483	SCP 22	£27,573	SCP 28	£32,234
SCP 17	£24,973	SCP 23	£27,741	SCP 29	£32,910
SCP 18	£25,473	SCP 24	£28,672	SCP 30	£33,782
SCP 19	£25,982	SCP 25	£29,577	SCP 31	£34,728
SCP 20	£26,502	SCP 26	£30,451	SCP 32	£35,745
				SCP 33	£36,922
				SCP 34	£37,890

## Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

## Place of Work

Your normal place of work will be from home, but you may be required to work anywhere within the Lewes District and Eastbourne Borough boundary. However, the Councils can support remote working and anticipate that, further to induction and training, presence in the office or, if applicable, for site visits or other council activity, will be occasional.

## Agile Working

Many of our roles are suitable for remote working and staff are provided with the equipment to do this safely and effectively.

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## Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

## Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

## Notice Period

The contract of employment applicable to this post will specify a minimum period of one calendar months increasing to two calendar months when paid from SCP 23, to be given by either side.

## Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2020 are:

Pay Range	Contribution
Up to £14,600	5.5%
£14,601 - £22,900	5.8%
£22,901 - £37,200	6.5%
£37,201 - £47,100	6.8%
£47,101 - £65,900	8.5%
£65,901 - £93,400	9.9%
£93,401 - £110,000	10.5%
£110,001 - £165,000	11.4%
More than £165,001	12.5%

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The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 6.5% increasing to 6.8% when paid from SCP34