

## Job Description

<b>Job Title</b>	Senior Enforcement Officer -Refugee and Migration Resettlement
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Supporting Communities
<b>Grade</b>	7
<b>Competency Level</b>	1
<b>Salary</b>	£38,223 - £43,421
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To ensure compliance with all relevant housing and related legislation taking appropriate enforcement action as required.

### Directly Responsible For:

Not applicable

## Directly Responsible To:

PSH Standards and Enforcement Manager

PSH HMO Licensing Manager

PSH Selective Licensing Manager

## Main Areas of Responsibility:

- To plan, organise and deliver inspections and assessment of caseload as part of a busy regulatory/statutory service in line with service objectives, policy and processes.
- To undertake routine planned and reactive inspections and visits to enforce relevant housing legislation ensuring work is completed on time to the required professional standard and within timescales.
- To undertake planned and reactive HMO inspections and enforce relevant housing legislation and regulations ensuring work is completed on time to the required professional standard and within timescales.
- To prepare all statutory enforcement notices, legal documents and other correspondence to the required professional standard in accordance with policy and procedures and within timescales.
- To investigate complaints and respond to service requests received about all Private Sector Housing in Liverpool. Including taking appropriate enforcement action as necessary to ensure compliance with satisfactory outcomes
- To assist in the planning of proactive, targeted action and lead on area-based enforcement action.
- To investigate, assess and then instigate enforcement action for failure to comply with statutory notices or otherwise. To include service of civil penalties, work in default and/or prosecution as appropriate.
- To investigate compliance/legal issues within area of responsibility and complex/serious cases including inspections, reports, evidence gathering, interviews, witness statements.

- To represent the authority at courts and tribunals and enquiries.
- To input into case studies showcasing the work of the service.
- To carry out all other duties commensurate with the post.
- To investigate and respond to Have Your Say complaints and requests made under the Freedom of Information Act within the specific timescales.
- To attend training courses to maintain continued professional development.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and others and to report any potential hazards or unsafe practices to your line manager.
- To act in accordance with all policies and procedures which apply to your role with an understanding of such policies.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

## **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility.

## Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## Physical Demands of the Job:

- The role will involve inspection of various types of accommodation and land placing a level of physical demands on the individual.
- It will also involve periods of sitting due to the administrative and compliance recording part of the role.

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Degree, Diploma or HND in Environmental Health, Building Surveying or Construction, Trading Standards, Food Safety, Health and Safety or other similar enforcement function or proven equivalent experience/professional accreditation (A/I)

### Desirable

- Training and achievement in Professionalising Investigations Programme (minimum Level 1)

## Experience

### Essential

- Experience in ensuring compliance with legal requirements (A/I)
- Experience of working in an enforcement service and undertaking criminal investigations (A/I)
- Experience in housing enforcement including HHSRS (A/I)
- Experience in preparing letters, reports, legal documents and prosecution cases (A/I)
- Experience in attending court to present evidence, obtain warrants (A/I)

## Skills/Abilities

### Essential

- Ability to understand and the use of private sector housing powers (A/I)
- Excellent communication skills both written and oral (A/I)
- Ability to undertake complex investigations (A/I)
- Ability to work to deadlines (A/I)

### Desirable

- Presentation skills
- Excellent interpersonal skills enabling the post holder to effectively communicate with a range of audiences

## Commitment

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- Willingness to represent the service at meetings and carry out investigations and inspections / out of normal office hours (A/I)

### Desirable

- A full driving licence