SEFTON COUNCIL

JOB DESCRIPTION

**Service:** Regeneration & Housing

**Location:** Southport Town Hall/Magdalen Hs Bootle/Agile

**Post number:**

**Section:** Housing and Investment Services

**Team**: Housing Standards

**Post:** Housing Practitioner

**Grade:** I

**Responsible to**: Senior Housing Practitioner

**Responsible for**: There are no direct reports

**Job Purpose**

To provide technical support in the undertaking of the duties performed by the Housing Standards Team, in particular inspecting private residential premises, identifying serious repair defects and compliance with licensing scheme conditions, taking appropriate action so that such defects are removed and licensing conditions are met, including enforcement action under the direction of the Team Manager/Senior Housing Practitioner. Work with property owners to improve general housing conditions.

This is a specialist role which responds to often complex cases involving vulnerable households living in hazardous housing conditions.

**To deliver the following outcomes**

1. To provide detailed technical advice/knowledge in relation to the functions of the team to senior officers and customers.
2. To enforce relevant legislation and licensing conditions, provide advice to businesses, tenants, occupiers, owners and other customers, relevant to the responsibilities of the team, under the general direction of the Team Manager/Senior Housing Practitioner.

**Main Duties and Responsibilities:**

The post holder will contribute to the delivery of a service plan, for their team and Service, which will be managed through a performance framework.

The post holder will be required to:

1. Investigate, inspect, analyse, premises in all risk categories within the purview of the work of the Section, to ascertain compliance with appropriate Legislation, Codes of Practice, Policies and Procedures etc.
2. Plan, organise and prioritise own workload and ensure that performance targets are met.
3. Liaise with the general public, occupiers, tenants, owners, landlords, agents, members of the Council and partner agencies in a courteous and helpful manner at all times.
4. Revisit land/premises to identify compliance with previously issued formal/informal requirements of the Section.
5. Supervise remedial actions relevant to the work of the Section.
6. Prepare reports, costings, and schedules, undertake correspondence, conduct interviews, prepare and/or give evidence/advice, attend Court/formal hearings/inquiries associated with the work of the Section.
7. Provide detailed reports of a technical nature on activities undertaken and draft technical schedules forming the basis of Statutory Documents, within the purview of the Section.
8. Give expert technical advice to the customer, officers and Members of the Council and outside agencies on work areas within the purview of the Section, including complex cases requiring high level of technical expertise.
9. Carry out monitoring/analysis with specific technical equipment related to work within the purview of the Section.
10. Provide expert interpretation of technical documents, identify their likely implications and make recommendations for appropriate courses of action, in relation to work within the purview of the Section.
11. Co-ordinate projects, related to the work of the Section.
12. Prepare, sign and serve Statutory Notices within the purview of the work of the Section.
13. Undertake identified additional responsibilities, in the development and completion of an identified and significant “High Risk/High Profile” work area of the Department.
14. Visit tenants/occupiers in their own homes to undertake duties of the post.
15. Deal with vulnerable residents and provide them with advice, help and support in relation to the duties of the post.
16. The post holder will sometimes be required to deal with stressful circumstances or clients who don’t want to engage and will need to show tact, diplomacy, tenacity and emotional resilience to resolve such cases.
17. Prepare evidence/bundles for Court/Tribunals and present such evidence at court or hearings.
18. The post holder will be expected to perform the above duties without the need for general guidance from the appropriate Senior Housing Practitioner.
19. The post holder will be responsible for making a decision on more complex cases but has the ability to discuss very complex cases, which are expected to be few in number, with the Senior Housing Practitioner and the Housing Standards Team Manager.
20. The post holder will be required to provide guidance and support to other team members when requiring assistance.
21. Carry out other duties of a similar nature commensurate with the grading of the post.

# Special Conditions

Attendance at evening meetings of the Council’s Committees and Resident or Interest Group meetings may be a feature of this post.

Dealing with very vulnerable clients, some with complex needs will be a feature of this post.

A casual car user’s allowance is available. The post holder must hold a current driving licence.

1. **General**

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared By**: **Neil Davies**

**Designation: Service Manager Housing & Investment Services**

**Date: August 2017**