

Job Description

Job title:	Private Sector Housing Officer (Empty Homes)
Grade:	G
Hours of work:	37
Responsible to:	Head of Economy, Regeneration and Housing Delivery
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	-

Purpose of Post:

There will be two main elements of this role:

- To develop an Empty Homes Strategy for Huntingdonshire District Council and play an active role in the investigation of empty properties; assisting with bringing empty homes back into use; identifying support and/or enforcement actions available in tackling empty homes; and taking appropriate enforcement action when necessary.
- To support the delivery of new affordable housing by exploring alternative housing options within the Private Sector including the use of innovative delivery models.


Key Deliverables:

1. To develop an Empty Homes Strategy for Huntingdonshire District Council and a database of empty properties in the District and to use investigatory skills to identify problem properties and take appropriate action to address the cause.
2. To progress key areas of the Empty Homes Strategy, and determine actions required for these and other problem properties.
3. The post-holder is required to work closely with the Environmental Health Team and the Housing Delivery Team to develop systems, procedures, policy and project work for individual properties in compliance with relevant legislation.
4. The post holder will manage casework associated with managing private sector empty homes / properties and be knowledgeable of relevant legislation, policy, guidance, codes of practice and standards. This will include carrying out site visits, surveys, inspections, interventions as appropriate.
5. To maintain clear, factual, up to date records in all aspects of work, including preparation of letters, documents, returns and reports. Ensure that all paper and computerised work records are promptly and accurately maintained in accordance with service policy and report any discrepancies. To update and review the accuracy of the Service's database as often as necessary.
6. To provide data analysis, communications, problem solving and case management support to the Environmental Health Team with regards to these properties.
7. Take decisions as to what is the most appropriate support and/or enforcement action and proceed with that action including the use of informal letters, statutory notices and prosecution in collaboration with Environmental Health.
8. To work with the Head of Economy, Regeneration and Housing Delivery in to explore and pursue innovative ways of bringing forward new housing in the district, including affordable housing and to work in partnership with other organisations to deliver this objective.
9. The post holder is to exercise judgement and make decisions within the framework of legislation and Council Policy, matters not covered by existing policy should be referred to the relevant Service lead for guidance.
10. To remain impartial while attempting to reconcile the expectations of a number of parties, whilst operating within current operational, legal, financial and staffing constraints.

11. Meet relevant targets and performance standards, relevant to the assigned duties in order to achieve high standards of service delivery.
12. Prepare a variety of correspondence including, technical reports and statements of evidence, to achieve the requirements of the role.
13. To develop strong, positive, working relationships with internal and external partners in relations to empty and problem properties.
14. Develop and maintain a good understanding of all functions undertaken by the Service.
15. To represent the Service as required at local and regional meetings and forums, and working groups as directed.
16. To travel to a range of residential and business premises, carrying equipment as required and working flexibly, including working outside normal office hours where necessary.

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>(E) Essential (D) Desirable</p>	<p>5 GCSE's or equivalent passes including English & Maths (E)</p> <p>Desire to learn new skills and expand knowledge (E)</p> <p>Ability to exercise sound professional judgement when considering compliance with relevant legislation and codes of practice (E)</p> <p>Knowledge of managing empty homes and/or housing delivery (D)</p>
<p>Experience</p> <p>Experience the person would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<p>Experience of working with a range of customers including partner agencies (E)</p> <p>Experience of leading projects (E)</p> <p>Experience of using a range of IT packages including information management systems (D)</p> <p>Experience of writing strategies or policies and implementing them (D)</p> <p>Experience of working within a local government or public sector (D)</p>
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<p>Excellent organisational skills, including time management and prioritisation (E)</p> <p>Ability to deal with all customers in a tactful and diplomatic manner. (E)</p> <p>Problem solving (E)</p> <p>Ability to negotiate and persuade to achieve desired outcomes (E)</p> <p>Clear and concise written and spoken communication skills (E)</p> <p>Ability to communicate effectively at all levels with a variety of customers and stakeholders (E)</p> <p>Strong attention to detail (E)</p>

<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<p>Makes and communicates clear decisions (E)</p> <p>Balances risks and benefits of various options and decisions (E)</p> <p>Incorporates a range of views when making their decisions (E)</p> <p>Presents their case persuasively upwards, downwards and externally (E)</p> <p>Is aware of own emotions and manages them for maximum influence during negotiations (E)</p>
<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>Internal: Colleagues within, Environmental Health, Housing Delivery, Council tax, Planning, Legal and other Council departments as and when necessary, Members and Portfolio Holders relevant to this area.</p> <p>External: Company representatives; business owners/occupiers and managers; property owners; Legal & Court representatives; Governmental and Non-governmental organisations, Parish Councils, general public.</p> <p>Internal customer contact 30% External customer contact 70%</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential (D) Desirable</p>	<p>Is prepared to adapt their approach to overcome obstacles. (E)</p> <p>Responds constructively to a change in agenda or priorities. (E)</p> <p>Accepts responsibility and accountability for own work (E)</p> <p>Challenges the status quo: suggests new approaches to old problems (E)</p> <p>Generates new ideas and creative solutions (E)</p>

	Willingness to travel and occasionally work unsocial hours (E)
HDC values 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.