**Job Description**

**Post Title**

**Role Profile** Private Sector Housing Officer

**Service/Team** Public Protection – Private Sector Housing

**Reports to** Private Sector Housing Manager

**Responsible for** N/A

**Number of posts** 2

**Post number** TBC

**Career Grade** BCP Band I

**Job Overview**

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** ensuring standards of private housing are maintained to a high standard.

As an Officer of the Private Sector Housing Enforcement Team, you will need to travel throughout the BCP area to implement and enforce laws pertaining to the private residential sector. This includes addressing housing deficiencies, inspections for the Houses in Multiple Occupation and Mobile Homes licensing schemes and ensuring compliance in higher-risk residential buildings.

The post holder is responsible for making decisions on how to proceed with enforcement cases using their professional judgement to reach a justifiable and robust decision.

You will undertake inspections to deliver the mandatory licensing scheme for Houses in Multiple Occupation (HMO) and ensure all safety standards for fire precautions and locally adopted amenity standards are maintained.

You will investigate complaints from the private rented sector regarding housing conditions and enforce where necessary using the Housing Health and Safety Rating System (HHSRS).

**Key Responsibilities**

* To hold a complex caseload and work on own initiative to manage such.
* To provide clear and detailed advice in response to queries about the application and enforcement of complex legislation and management regulations to a broad range of stakeholders.
* Respond to enquiries regarding private sector housing from members of the public, other Council directorates and external organisations. Investigate complaints and give advice and information as required.
* Undertake inspections of Houses in Multiple Occupation (HMO) using the Housing Health & Safety Rating System (HHSRS) to identify disrepair, means of escape in case of fire and adherence to management standards. Measure and produce floor plans as necessary. Prepare licence documentation in line with legislative requirements and maintain the HMO Public Register.
* Carry out investigations of unlicensed HMO premises, working with multi agency partners as necessary. Including collation of evidence, undertaking inspection and serving HMO Declaration as required.
* Undertake inspections in private housing using the Housing, Health and Safety Rating System (HHSRS) to identify deficiencies in habitation, causes of disrepair and overcrowding. Prepare schedules where necessary which set out works required to bring properties up to statutory and council standards.
* Maintain inspection records, file information and statements which are accurate and always up to date.
* Investigate and ensure compliance with the Gas and Carbon Monoxide Regulations.
* Take action where necessary to ensure compliance with relevant legislation, including the preparation and service of statutory notices, orders and demands in accordance with prescribed forms and procedures.
* Establish, maintain and develop partnerships to ensure effective joint working towards targets and priorities.
* Inspect residential mobile home parks in the borough to ensure compliance of the Councils adopted site licence conditions.
* Assist with private sector housing promotional activities.
* Prepare evidence and testimony in accordance with Police and Criminal Evidence Act (PACE) and other relevant legislation including issuing cautions, taking statements and undertake formal interviewing.
* Prepare prosecution papers and give evidence at Magistrates Court in the formal enforcement of statutory notices.
* Carry out immigration inspections and prepare reports in accordance with Home Office guidance.
* Prepare and update guidance literature, factsheets and promotional material relating to the private sector housing function.
* Prepare papers, legal statements and represent the Council in First Tier Tribunal-Property Chamber (Residential Property) appeals and provide expert witness evidence.
* Organise default works including preparation of work schedules, checking returned tenders and ensuring works are carried out to an acceptable standard.

**Specific Qualifications and Experience**

* You must have a B/TEC HND/HNC in Environmental Health, Building Studies/Construction, or a similar related subject OR at least 5 years’ experience working in a private sector housing team and be educated to NVQ Level 3 / 2 A Levels or equivalent.
* Certification and 5 years’ experience in use of the Housing Health and Safety Rating System (HHSRS) and the local authorities regulatory and enforcement powers in relation to HMOs and private sector housing conditions.
* In-depth knowledge of relevant legislation, codes and guidance including PACE, Minimum Energy Efficiency Standards (MEES) and Civil Penalties.
* Experience of working with property owners and landlords.
* Experience of working with communities.
* Experience of signposting people to the correct organisations for information and support.
* Ability to survey premises, undertake investigations, produce plans, reports and maintain clear and concise records.
* Ability to prepare schedules of work necessary to bring properties up to the current statutory and Council standards.
* Interpersonal skills when dealing with service users, landlords and agents in person or by telephone.
* IT skills, eg Civica APP, Microsoft.

**Personal Qualities & Attributes**

* Ability to work both alone and within a team.
* Ability to remain calm under pressure and be flexible.
* Ability to use initiative and innovation to solve problems.
* Ability to build effective working relationships within the team, department and outside the council.
* Negotiating skills particularly when dealing with Partners, Providers, Landlords, the community and other Council staff.

**Job Requirements**

* DBS Check
* Full Driving Licence
* Commitment to continuing professional development