JOB DESCRIPTION

TITLE:	**Private Sector Housing Enforcement Officer - Licensing**
POST NO:	**PREF105841**
DIRECTORATE:	**INCLUSIVE GROWTH**
DEPARTMENT:	**NEIGHBOURHOOD SERVICES**
SERVICE:	**PRIVATE SECTOR HOUSING**
RESPONSIBLE TO:	**PRIVATE SECTOR HOUSING MANAGER**
GRADE:	**M1**

PURPOSE OF POST:

To license properties covered by our licensing schemes to ensure that rented homes in Luton meet the correct standards and provide the necessary support and information to landlords and tenants. Which includes undertaking enforcement work for private sector housing.

ORGANISATION CHART:

See Appendix A

PRINCIPAL RESPONSIBILITIES: **%**

1. Inspect dwellings and houses in multiple occupation in accordance with Housing Health & Safety Rating System (HHSRS) and the Decent Homes Standard; including complex preparatory work, inspecting and certifying works in default, resolving disputes and undertaking associated technical and financial work including arranging interim and final stage payments. . Make professional recommendations on a full range of matters that ensure compliance with relevant regulations Process HMO licence applications, taking enforcement action for non-compliance. Prepare cases for prosecution, issue Civil Penalty Notices (CPNs), apply for Rent Repayment Orders and present evidence in court and Residential Property Tribunals. — 50

2. Investigate complex service requests concerning premises and persons, instigate action in accordance with regulation, including consultation with professionals, Departments and Agencies. Contribute to Private Sector Housing policies and application or implementation. Actively promote service objectives. — 25

3. Provide specialist advice to less experienced officers and trainees, including providing appropriate training, mentoring, and supervision. Develop procedures and guidance documents. — 10

4. Attend and represent the Department/Council at a range of Council meetings, working parties, Appeals, Tribunals and County Court Appearances, including engaging the public, public bodies, businesses and other Agencies. — 5

5. Advise, participate in, promote and recommend; — 5
   - enforcement actions where appropriate,
   - Departmental initiatives including Decent Homes, home maintenance and energy efficiency initiatives for dwellings and affordable warmth for their occupiers.
   - referrals to other Council teams including Housing Solutions, , MASH, and other relevant agencies.

6. Participate in specific projects to improve service delivery. — 5

DIMENSIONS:

Supervisory Management: Less experienced colleagues.

Financial Resources: N/A.

Physical Resources: Able to undertake inspections in confined areas (loft spaces)

Working Environment : Can be changeable the postholder must ensure compliance with health and safety at work regarding work on site and within the workplace.

Other: The Private Sector Housing group receives approximately 1500 service requests per year

CONTEXT:
The postholder will deal directly with members of the public, homeowners, other Agencies, landlords and builders on site in potentially confrontational situations which will require a high degree of tact and diplomacy. The postholder will also need to explain policies, legislation and building techniques in order to persuade people to comply with the Council's requirements and will need to check that work has been carried out satisfactorily.

The work will involve daily site visits throughout the Borough undertaking inspection of premises, frequently involving the safe use of ladders, scaffolding or entry into confined spaces such as loft spaces.

The postholder is expected to deal independently with all matters relevant to the scope of this role and to work as part of a team to provide a service within an approved framework of procedures and using approved management information systems.

Postholder will be required to maintain up to date knowledge of changes to relevant building construction techniques, legislation, Government guidance, Council policy, best practice and departmental procedures.

Physical Effort: Able to undertake inspections in confined areas (loft spaces)

Working Environment: Can be changeable the postholder must ensure compliance with health and safety at work regarding work on site and within the workplace

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected
Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	**Essential**	**How Measured**	**Desirable**	**How Measured**
Experience	Experience of working within an Environmental Health (Private Sector Housing) licensing role, or similar demonstrable experience	1,2	Some Court and Residential Property Tribunal experience. Some public enquiries and Local Government Ombudsman investigation experience	1,2 1,2
Skills/Abilities	Able to consult, negotiate, persuade, influence and present to a wide range of professionals and members of the public. Able to analyse complex situations eg, inspect and measure premises, evaluate building tenders, compile evidence and witness statements. Able to produce written reports incorporating professional recommendations and judgements. Able to plan and organise own and others workload to meet deadlines demonstrating effective time management and ability to work within a Team. Able to effectively use Information Technology to complete daily tasks in the working environment.	1,2 **C** 1,2 **C** 1,2 **C** 1,2 **C** 1,2	Excel spreadsheet skills or abilty to acquire such in order to produce and amend straightforward spreadsheets Knowledge of Authority Public Protection computer package	1,2 1,2
Equality Issues	Able to demonstrate an understanding of the effects of discrimination on service delivery and on the people with whom you are working.	1,2 **C**		

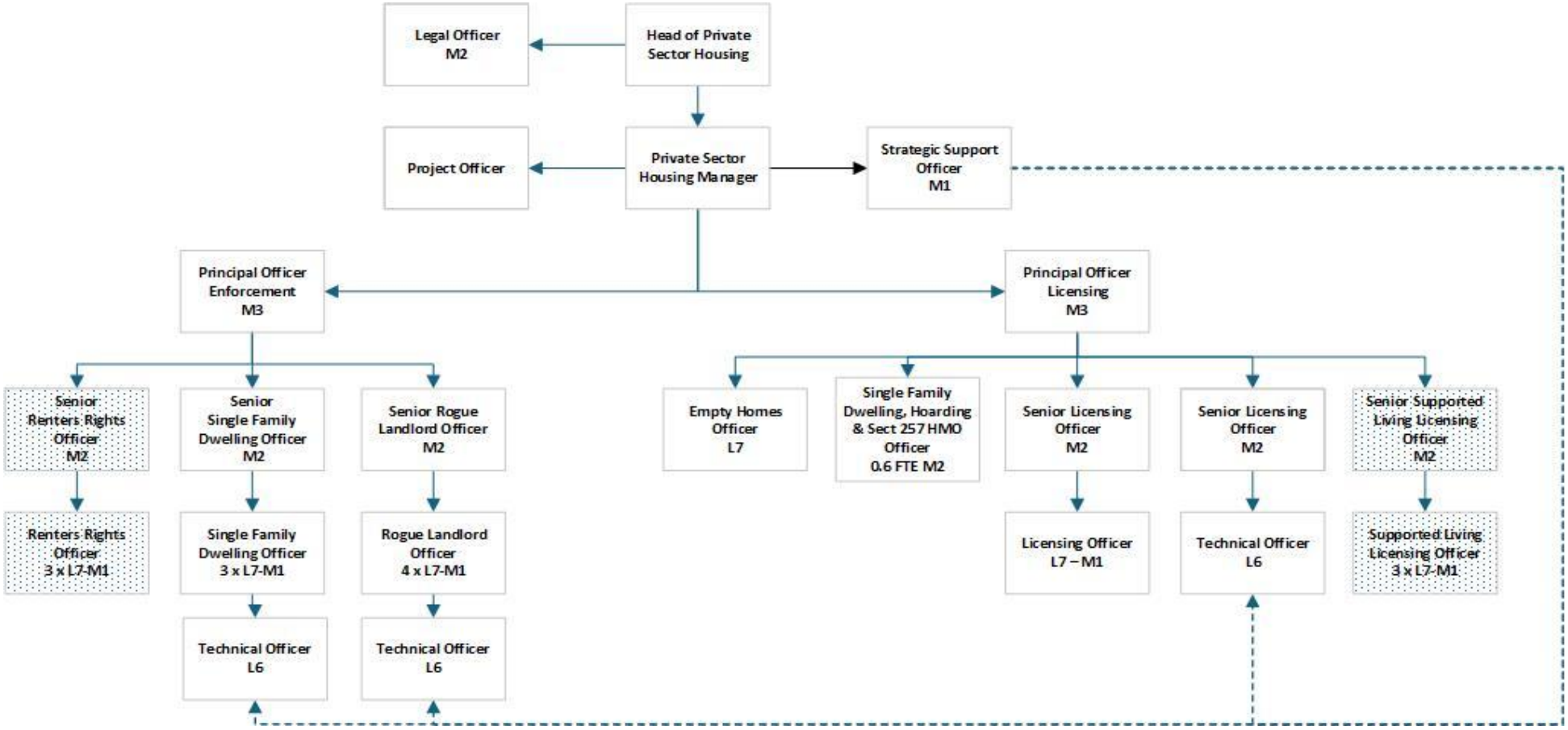
Specialist Knowledge	In depth knowledge of Local Authority enforcement procedures	1,2	In depth knowledge of Building construction and Building services.	1,2
Education and Training	In depth relevant enforcement experience. Or In-depth knowledge of Housing Health and Safety Rating System, Housing Acts 2004, and other relevant legislation **or** Registered by the Environmental Health Officers' Registration Board as an EHO, EHP or CEHP and holding degree or diploma in Environmental Health.	1,2 1,2,4	Qualification in Building Construction or Technology,	1,2,4
Other Requirements	Able to travel throughout the Borough and undertake building surveys, including using steps and ladders to gain access to loft and roof spaces. (Frequency daily) Able to work late evening and early morning (infrequently) Work in the office at least 2 days per week	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

(i) Equal Opportunities

(ii) Health and Safety
(iii) Data Protection Act (2018) and General Data Protection Regulation (2021)

Appendix A Private Sector Housing Team Structure