

Job Pack



Private Sector Housing Officer

Salary Up to £32,909 + benefits

About Gloucester City Council

A Council that works for everyone



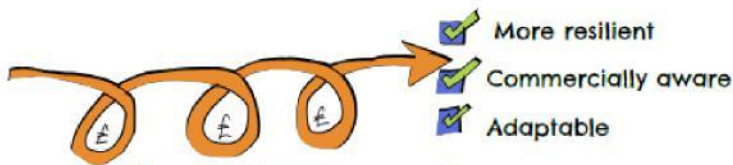
Making it possible for residents to interact with us as they would any other professional modern organisation by doing this on-line



Improving our services to better serve residents



To support residents to make the most of their strengths to support their community



An organisation that can cope with its budget challenges



Our Workplace

Gloucester City Council strives to be a rewarding and positive place to work; we know that our approach to our work has a direct effect on our residents and customers and how they view our organisation. We therefore recognise the essential role that we each play in helping the Council to achieve its vision.

Our Values



Efficiency & Value for Money

We will strive to provide great services that are affordable for all.



Making Residents Lives Better

We will support our communities to utilise their own strengths and assets while providing universal services and supporting our most vulnerable residents.



Forward Thinking with Innovation

We will adopt an entrepreneurial approach to find new and better ways to do things.



Passionate about the City

Our enthusiasm for and pride in Gloucester will be at the heart of everything we do.



Working Together to Make it Happen

We will build strong and trusted relationships with communities and partner organisations to achieve the best outcomes for our residents.



Job Profile:

Private Sector Housing Officer

About the Job

- Reporting directly to the Housing Team Leader (Private Sector Housing) this housing officer role offers an opportunity to utilise your knowledge of the Housing Act 2004 and other legislation to improve the conditions of the housing stock
- Gloucester City Council has recently undergone an extensive restructure and we have revised our working practices to ensure we offer the most up to date, modern and flexible working arrangements
- The team works closely with environmental health and housing services (housing options and homelessness) therefore there are opportunities to work across a range of disciplines with numerous exciting projects

This is what you need to do....

- Carry out HHSRS inspections and enforcement
- Undertake HMO licensing inspections providing proactive and reactive work to ensure standards of facilities and amenities in high risk properties
- Process disabled facilities grants applications and assess reasonable and practicable adaptations to meet clinical needs
- Carry out inspections and licensing of caravan sites
- Assess empty properties and work with owners to bring them back in to use
- Undertake cyclical inspections for temporary accommodation and landlord incentives scheme to improve access to the private rented sector
- Provide energy efficiency advice and information on funding schemes.
- Work on environmental health matters and enforcement of public health legislation.
- Develop and maintain strong relationships with registered providers or landlords to evaluate practices or partnership arrangements
- To instigate and implement changes to effect service improvements in line with the service plan
- The senior officer post will be expected to undertake court proceedings including collating and evaluating evidence required for enforcement action and prepare for prosecutions
- To participate in case conference or multi-agency protection arrangements to consider suitable housing and Health and Social Care services and emergency services
- Maintain and produce performance reports, ensuring records are appropriately updated
- Consider the financial implications of any activities affecting the use of council funds, seeking best value for money and identifying or recommending more cost-effective options
- Take on any other additional duties as reasonably required within Gloucester City Council
- Work in a flexible and adaptable way with a 'can-do' attitude that gets things done right the first time

Job Profile:

Private Sector Housing Officer

The ideal candidate will have.....

Experience

- Experience of working within a related field at a professional level, demonstrating competency of housing/homelessness or environmental and public health legislation
- Experience of customer service and coping well under pressure and dealing with difficult situations
- Project management experience

Knowledge, Skills and Understanding

- Ability to oversee the work of others, providing advice, guidance and support
- Work using own initiative
- Ability to listen and empathise with clients including those with a range of complex needs including disabilities, both physical and mental health. We need to ensure that all our customers receive a high quality and empathetic service whilst accurately recording information; and accurately relaying policy or guidance
- Organisation, planning, analysis and implementation skills
- Ability to present complex information and reports in a concise and clear manner either orally or in writing
- Ability to maintain statistics and see trends or the ability to interpret data and make recommendations
- Negotiation and engagement skills to develop relationships with clients, stakeholders, members and other partnerships with credibility
- Understanding, advocating corporate and service area plans
- Able to work from the initial concept stages of a project through to seeing the successful end stages
- Able to accurately record information on the Councils data bases

Special Conditions

To support an emergency and out of hours arrangement (not routine)

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Private Sector Housing Officer

The ideal candidate will have...

Education & Qualifications

Essential

- Graduate level or higher qualification in a relevant discipline
- e.g. Environmental Health or equivalent in experience

Desirable

- Working towards or willing to undertake the EHORB qualification
- Professional EHORB registration
- HHSRS certification