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| New RDC Logo colour.JPG | **Job Description and Person Specification** |

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| **Job Title** | Housing Technical Officer |
| **Department** | Housing Services |
| **Reporting to** | Senior Environmental Health Officer (SEHO) |
| **Grade** | 6 |

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| **Job Purpose** |
| The Housing Technical Officer will support the Senior Environmental Health Officer (SEHO) and the Housing Services Manager in the development and operational delivery of Housing Services. The post holder will assist in undertaking the full range of duties in relation to private sector housing and other professional Environmental Health duties as may be directed by the Senior Environmental Health Officer, assisting the SEHO to implement the Council’s Private Sector Strategy and development of any new financial initiatives. |

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| **Job Context** |
| Ryedale Council is a stock transfer authority and is committed to delivering a high quality modern housing service. The Council’s housing responsibilities are combined within a single unit of service delivery. The section is therefore responsible for the Council’s statutory housing functions, with the exception of Housing Management, and the private sector housing role. This affords an opportunity to take a holistic view of all aspects of housing within the district and develop initiatives that may be used to benefit both social and private sector housing. The scope of the service’s responsibilities cover the strategic housing function, private sector housing and management of the Council's Travellers Site etc |

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| **Operational Duties** |
| The post holder will be responsible for contributing to the development and delivery of the objectives of the Council’s Private Sector Action Plan and wider Housing Strategy through:* Supporting the SEHO in the full range of private-sector housing issues including complaint investigation, HHSRS inspections, hazard and nuisance resolution, HMO licensing and proactive inspections and empty properties.
* Leading on the implementation of the North Yorkshire Empty Property Strategy and the Council’s Empty Property Action Plan, and increase the availability of, and access to, the usable housing stock through the award of any appropriate loan/grant assistance.
* Supporting the development and implementation of the Councils Financial Assistance Schemes for owner/occupiers and landlords including assessments as to eligibility, determination of eligible works and level of financial assistance, certification of completed works and submission for payment of the scheme.
* Monitoring empty properties and support the development of a targeted approach to all owners of eligible properties through advising and assisting owners on how to bring empty properties back into use.
* Maintaining up to date and relevant knowledge of national housing policies, legislation and other organisational policy areas to provide guidance and advice for internal colleagues and assist with the development of the service.
* Supporting the lead officer in any energy efficiency schemes to reduce fuel poverty and increase affordable warmth, participating in local fuel poverty forums and organising training and networking events.
* Supporting in the maintenance of housing standards within the private housing sector, to include the investigation of complaints using the Housing Health and Safety Rating System (HHSRS) and take all appropriate actions.
* Undertaking site visits and inspections as appropriate in connection with the duties of the post and to provide specialist advice and information as necessary, including taking any enforcement action as may be necessary.
* Ensuring that duties are carried out with full regard to the Council’s policies, including Equal Opportunities, Health and Safety and Information Governance.
* The Council takes seriously its responsibility to safeguard and promote the welfare of children and young people and to protect adults at risk.  There is an expectation that all staff will positively demonstrate their awareness and support to this commitment.
* Supporting in the management of the Councils travellers’ site and undertake any appropriate inspections of the site as may be required. To take any enforcement action as may be appropriate in relation to any unauthorised traveller encampments
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| **Creativity, Innovation and Problem Solving** |
| Applying creative and innovatory thinking in the resolution of problems and handling of issues. Through:* Supporting the continuous improvement of services within the post holder’s work area with the ability to quickly evolve and adapt to new ways of working in response to changing priorities and needs.

 * Developing links with internal colleagues on the use of enforcement activity to ensure standards in private sector housing and the effective use of empty properties.
* Providing a professional customer service within private sector housing and contributing to the delivery of efficient and effective services for the Council, whilst,challenging assumptions in the delivery of services.
* Supporting the identification of any new funding opportunities, in order to increase access to affordable warmth and reduce Carbon Dioxide emissions in the district and meet the needs of people facing fuel poverty.
* Assisting in the development of creative solutions to deliver improved standards within the private rented sector in conjunction with partner agencies, to keep others involved and take responsibility for actions.
* Assisting in the development of creative solutions to increase the knowledge of private rented sector landlords and letting agents to empower them to make innovative decisions and think of new ways to improve conditions within the private rented sector.
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| **Contacts and Relationships** |
| Ensure the service provides professional solutions to both internal and external customers, providing professional advice and guidance as necessary through:* Developing links with colleagues leading on affordable housing development, ensuring opportunities for affordable housing development are maximised through private sector and empty homes activity.
* Working with colleagues in Council Tax to develop a targeted approach to identify empty properties within the District, maximising those which can be brought back into use to meet local need.
* Fostering positive relationships with all local agencies, businesses and partners, representing the Council at regular meetings and responding to various consultations, upholding the Council’s corporate reputation and influencing stakeholders on the delivery of services.
* Maintaining links with landlords, estates, letting agents, partner and statutory agencies to inform them of organisational and legislative changes and provide information and training as appropriate to ensure they can meet their legislative requirements.
* Assisting with the implementation of the development of Energy Efficiency and Affordable warmth initiatives, to include partnership working with other local authorises and other external partners.
* Attending various multi agency meetings on behalf of the SEHO and Housing Services Manager where appropriate, to share confidential information appropriately and work effectively with partner agencies to protect vulnerable people in the community and manage housing issues related to these.
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| **Project and Programme Management**  |
| * Contribute to the implementation of the Council’s Private Sector Housing Action Plan
* Contribute, develop, implement, review and deliver the Sub-Region and Council’s Empty property Strategy and Action Plan
* Provide assistance to the SEHO in the development of policies and procedures in respect of the Private Rented Sector
* Supporting and leading a range of projects which are consistent with the Housing Services department and participating in teams as necessary, for any cross authority programmes or projects.
* Assisting with the organisation and co-ordination of housing services initiatives and undertaking research, preparation of reports and advising colleagues with regard to new legislation and specialised duties.
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| **Information Management and Performance Reporting** |
| * Providing accurate and timely information through the analysis of service and other information, preparation of questionnaires and reports to facilitate evidence based decision making.
* Ensuring maintenance of appropriate records and databases, including developing and maintaining electronic records of empty properties to collate and analyse information of empty property and actions taken.
* Assist in the managing, monitoring and providing regular reports on progress and performance indicators to Officers, Members and others.
* To develop communication, publicity and information systems in respect of empty home reuse activities.
* Providing assistance with IT and technology for the Private Sector Housing team, ensuring that the systems are performing as required, through system configuration and managing access.
* Maintaining accurate records of inspections, investigations and work undertaken and contribute to the maintenance of the Councils website information and E-Government objectives on Housing matters.
* Preparation of reports, writing letters, serving notices and making appropriate recommendations for formal proceedings or other enforcement action in line with the Private Sector Housing Enforcement Policy. To attend Court and give evidence where necessary
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**General**

* The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post, as directed by senior management.
* The Council is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst the job description provides a summary of the post it may need to be amended to meet changing circumstances.
* The Council takes seriously its responsibility to safeguard and promote the welfare of children and young people and to protect adults at risk. There is an expectation that all staff will positively demonstrate their awareness and support to this commitment. The role will involve an enhanced check with the Disclosure and Barring Service (DBS).

**Requirements of the Post**

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|  | **Essential** | **Desirable** |
| **Qualifications / Training** | * BTEC National Certificate/Diploma in Building Services/ Built Environment or equivalent Housing Qualification
 | * Membership of a relevant professional body.
* PACE, RIPA and Law of evidence training
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| **Knowledge** | * Being able to utilise statistical reporting tools for analysis of data and web based research methods for maintaining awareness of best practice and future developments.
* A sound knowledge in the interpretation and delivery of HHSRS
* In depth awareness, knowledge and adherence to Information Governance/Data Protection principles.
* Awareness and knowledge and commitment to Equality and Diversity and Health and Safety legislation and of safeguarding responsibilities.
 | * Knowledge and understanding of local government and of the areas of responsibility.
* Familiarity with traditional / non-traditional methods of construction
* Awareness of legislation and polices in respect of affordable warmth (Fuel poverty)
* A well-developed understanding of a range of Housing related matters. In particular private sector housing legislation, empty homes and Houses in Multiple Occupation
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| **Experience** | * A demonstrable level of experience in a range of relevant Housing duties
* Experience of working in a private sector housing or related field.
* Experience in the application of the Housing Health and Safety Rating System
 | * Experience in the preparation of case files and giving evidence in Court for legal proceedings
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| **Occupational Skills** | * Ability to plan, allocate and evaluate workloads, determining work methods to achieve objectives
* Ability to seek, evaluate and organise information to aid decision making.
* Ability to exchange information to solve problems and make decisions through contributing to meetings and group discussions to solve problems and make decisions.
* Ability to create, maintain and enhance constructive working relationships.
* High level of investigative, analytical and interpretative skills to comprehend and enforce the requirements of legislation and guidance.
* Capable of working with the minimum of supervision and making decisions on site
 | * IT skills, in particular competent with Microsoft Office
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| **Other** | * Ability to travel across the County.
* Ability to attend meetings outside of normal business hours.
* Highest professional integrity.
* Personally and professionally resilient.
* Willing to become involved and work with others on new initiatives, in particular with respect to initiatives within the Private Sector Strategy
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