



Job Description

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| Directorate | Place Directorate |
| Service | Public Protection & Prevention Service |

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| Post details | |
| Job title | Senior Private Sector Housing Officer |
| Grade | 8 |
| Location of work | 1 Time Square, Warrington |
| Directly responsible to | Team Manager Housing Standards |
| Directly responsible for | N/A |
| Hours of duty | Flexible working hours scheme |
| JE Reference | |

Primary purpose and scope of the job

To assist the Team Manager Housing Standards in all aspects of housing standards and enforcement work.

Responsibilities will include enforcement work, particularly within the private rented sector, including harassment and illegal eviction, and landlord initiatives, including self-regulation, when required.

Duties may also include processing of assistance to homeowners, tenants and landlords, including loans, relocation assistance, grants and provision of advice. The work may include assistance with, and operation of, area based initiatives including clearance, renewal areas, group repair and house condition surveys throughout the Borough, together with the responsibility for coordinating neighbourhood initiatives as they are developed within the section.

Working Relationships

Liaison with other Officers of the Council, Registered Providers and other Authorities. Liaison with owner-occupiers, tenants and landlords, with regard to housing problems, including improvements, repairs and the Housing Health & Safety Rating System. Liaison with the Police, the Home Improvement Agency, Solicitors, Building Surveyors, Architects, Builders, Estate Agents, fire officers and other stakeholders.

Key Tasks and Responsibilities

1. To undertake inspections of property in response to an application for licensing, a request for immigration purposes or a complaint concerning hazards, disrepair or nuisance, the service of the appropriate Legal Notices and the necessary follow-up action.
2. To carry out inspections of Houses in Multiple Occupation, as part of the Council's rolling HMO Inspection Programme, or as a result of complaint, ensuring that the relevant properties are licensed under the Council's HMO Licence scheme and to instigate any necessary actions resulting from the inspection.
3. To investigate cases of harassment and illegal eviction within the Borough, including the interview of complainant and landlord, the taking of statements together with consultation and referral of cases to the Council's Solicitor for decision.
4. To liaise with the Team Manager Housing Standards with regard to default work or legal proceedings, including attendance at Court when required.
5. To assist the Team Manager Housing Standards with the inspection of dwellings for clearance and Compulsory Purchase, when necessary, or with individual properties which do not meet the required standards which may arise from time to time.
6. To assist in the promotion of a healthy private rented sector by encouraging landlord self regulation, by accreditation schemes, and in operating a landlord forum.
7. To undertake investigations of Statutory Nuisances.
8. To assist with the implementation and operation of any respective housing standards, including the Housing Health and Safety Hazard Rating System and the Decent Homes Standard.
9. To carry out all aspects of the work relating to Housing Renewal assistance, including grants, loans, equity release products, Disabled Facilities Grants and Group Repair schemes, including giving advice to prospective applicants for assistance in accordance with the Council's policy.
10. To carry out comprehensive property surveys and prepare detailed schedules for such assistance in accordance with relevant Building Regulations and housing standards, HHSRS, Decent Homes Standard, Lifetime Homes Standards, HMO Standards and Care Plans.
11. To determine grant / loan eligibility, prepare sketch plans and process applications in respect of DFGs, Relocation and Renewals Assistance and Safe & Secure Assistance and similar grants / loans. This will include scrutiny of plans, estimates and all paperwork associated with the formal application and the calculation of assistance in accordance with national legislation and policy requirements.

12. To advise and assist enquirers on equity release loan products, having regard to any relevant Mortgage Sales Guidance relevant to Local Authorities.
13. The inspection and supervision of works in progress, in conjunction with the Improvement Surveyor, when requested.
14. To liaise with the Council's appointed Home Improvement Agency in respect of individual schemes and in the development of work procedures and assistance schemes.
15. To assist with the development and running of Renewal Areas, Group Repair Schemes or other area initiatives as required and to attend Residents Groups, exhibitions and other events as required.
16. To assist with the operation of policies and strategies under the provisions of the Regulatory Reform legislation, including empty properties, Decent Homes Standard within the private sector and maintenance and sustainability issues.
17. To be familiar with the operation of the paper and computer systems for the Housing Standards & Assistance team and to be able to record and retrieve information on properties held within the system.
18. Dealing with enquiries from members of the public at the reception or by telephone or email.
19. To attend and give evidence at Court, the First Tier Tribunal or Public Local Inquiry, as appropriate.
20. To undertake all duties in accordance with the Council's Customer Care Policy.
21. To operate within the Directorate's Performance Management framework, assisting in ensuring effective performance against all appropriate indicators and benchmarking performance as required.
22. To represent the Housing Standards & Assistance team or the Place Directorate on any relevant Working Groups as directed by the Team Manager Housing Standards.
23. Such other duties as may be allocated periodically by the Team Manager Housing Standards.

Special Conditions

1. Out of hours work, when required, for undertaking interviews or the inspection of dwellings, or attendance at residents and other meetings, etc.
2. Flexible working hours.
3. The Council operates a “No Smoking” policy.
4. This post is suitable for job share.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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| Prepared / Revised By | Jo Higson |
| Role | Team Manager Housing Standards |
| Date | 6 th February 2026 |
| Signature of Role Holder (following appointment) | |
| Date Signed | |