

Job Description

Directorate: Growth **Service Area:** Economic Growth
Team: TBC

Post: Joint Empty Homes Project Officer
Grade: TBC **Post No.:** [Enter No]
Overall Strategic Responsibility: TBC
Line Management To be agreed
Responsible For: N/a

(A) Primary Function of Post

- To identify, develop and implement measures to bring empty properties back into use to help meet the housing needs of the Districts' residents.
 - To support the development and delivery of a Joint Empty Homes Strategy for the Councils.
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(B) Post Specific Tasks

- To assist in developing a new joint empty properties strategy and action plan for the Councils, and to monitor the strategy's implementation.
- To update maintain, and develop the Councils' Empty Property Database and monitor levels of empty properties, to include undertaking statistical analysis, providing quarterly update reports, and providing satisfactory data for the completion of government returns.
- To identify and survey empty homes and coordinate and take action to bring them back into use.
- To contribute to the setting of the Councils' targets for the number of empty homes brought back into use each year, and ensure that these targets are met.
- To identify and develop initiatives to help bring empty homes back into use.
- To develop and submit funding bids to deliver empty property initiatives.
- To develop procedures for tackling empty properties using the various options and solutions available, including enforcement actions such as CPO, enforced sale.
- To carry out surveys and inspections to identify poor housing conditions and other public health issues and take appropriate remedial action.

- To prepare schedules of work, drawings, and plans and take photographs as required.
- To work with sub-regional empty properties workers to benchmark, identify best practice and develop joint projects.
- To deal with complaints and enquiries about empty properties in the districts, and where necessary refer them to the appropriate officer within Environmental Health Services or external organisation.
- To be the Councils' first point of contact in relation to empty properties and to actively engage with owners of empty properties by providing advice, information and assistance.
- To participate in educational and promotional campaigns relevant to the work around empty properties, and ensure that the Councils' websites provide accurate and informative information for owners of empty properties.
- To set up and service a joint empty properties working group to develop and take forward the Councils' joint empty properties strategy and empty properties initiatives.
- To monitor planning applications and liaise with developers and their agents to determine barriers to their development. To refer issues to appropriate Officers within the two councils.

General

- Assist in the training and development of new members of staff as required.
- Attend any relevant training courses and conferences as required.
- To carry out all duties with an awareness and regard to Health and Safety issues and adhere to safe systems of work specified in the Council's Safety Policy.
- To be aware of and adhere to the Council's Policy on Equal Opportunities at all times.
- To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.
- Develop and foster positive professional relationships with colleagues and external contacts.
- Make suggestions to improve the working situation within own area of work and NEDDC and BDC as a whole.
- Adhere to Council standards of behaviour and Code of Conduct.
- To be aware of and adhere to the Council's Strategy and Policy on Data Quality at all times.
- Such other duties commensurate with the grading of the post as may be from time to time determined.
- Work closely and collaboratively with environmental health, housing options, housing services and Rykneld Homes, and council tax teams on work around empty homes.
- To liaise with relevant external agencies.
- To work flexibly within the team and across departments.
- To work across the two authorities, taking into account specific local needs and circumstances.
- Prepare any necessary reports, formal and informal letters and maintain statistical and computerised records relating to empty properties.
- Maintain an awareness of developments in relevant legislation and practices and advising on new initiatives.

- To undertake appropriate training as required and maintain a sound knowledge of current housing and empty property legislation/guidance sufficient to undertake the duties and responsibilities of the post.

Special Features of the Post

As part of the duties and responsibilities of this post you will be required to make site visits and attend meetings and must therefore have the ability to undertake visits and travel to various locations throughout and occasional beyond the districts.

As part of the duties and responsibilities of this post you will be required to carry out property inspections and must be able to climb steps and stairs and work in confined spaces, eg attics and basements. This might include occasional use of access ladders and scaffolding.

It may be necessary for the post holder to occasionally work out of normal working hours.

This Job Description is issued as guidance on the duties and responsibilities which are applicable at this time. It does not form a term within the Contract of Employment. (This paragraph does not apply to any person in post prior to 1 July 1994).

DRAFT

Person Specification

Post: Joint Empty Homes Project Officer
Directorate: Growth
Service Area / Team: Economic Growth/Housing Strategy
Base: North East Derbyshire District Council offices (Chesterfield) and
Bolsover District Council offices (Clowne)

Personal Skills/ Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria (Tick below)
<u>1. Experience</u>				
1.1 At least two years experience of working in a related environmental health housing/empty property related field.	√		AF/R/I	
1.2 Experience in surveying and inspecting houses, identifying defects and their remedies.	√		AF/I	
1.3 Carrying out investigations of housing conditions in a broad range of situations including health hazards and public nuisances.	√		AF/I	
1.4 Experience of working with home owners and landlords to bring empty dwellings back into use.		√	AF/I	
1.5 Experience of using formal enforcement powers including service of statutory notices, gathering of evidence for legal proceedings and presentation in court.	√		AF/I	
<u>2. Qualifications and Training</u>				
2.1 Suitable qualification in housing standards and/or environmental health (e.g. BTEC in Environmental Health or HND in Housing the Built Environment)	√		AF/CQ	
2.2 Technical qualification in housing construction, maintenance or repair		√	AF/CQ	
2.3 ECDL or equivalent evidence of computer literacy	√		AF/CQ	
<u>3. Special Skills and Knowledge</u>				
3.1 Detailed knowledge of legislation relating to housing and public health and any relevant guidance.	√		AF/I	√
3.2 An understanding of the legislation	√		AF/I	√

Personal Skills/ Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria (Tick below)
and enforcement powers relevant to bringing an empty property back into use, and the knowledge needed to apply powers appropriately.				
3.3 Excellent communication skills (both verbally and in writing) and ability to communicate effectively with senior managers, elected members, colleagues, external organisations, and members of the public.	√		AF/I	√
3.4 Effective negotiation and conflict management skills	√		AF/I	√
3.5 Ability to work on own initiative but also as part of a team	√		AF/I	√
3.6 Ability to manage own workloads and meet scheduled deadlines.	√		AF/I	√
3.7 Good computer literacy and knowledge of Microsoft Office	√		AF/I	√
3.8 Ability to develop new initiatives	√		AF/I	√
3.9 Ability to prioritise workloads and work under pressure.	√		AF/I	√
3.10 General knowledge of local government structures, procedures and practice.		√	AF/I	
3.11 Knowledge of relevant criminal legislation including PACE, CPIA and RIPA	√		AF/I	√
3.12 A basic knowledge of the planning process and barriers to development.	√		AF/I	√
4. Personal Qualities				
4.1 Commitment to equal opportunities and a good understanding of its relevance to this post.	√		AF/I	√
4.2 Commitment to customer service and an understanding of its relevance to this post.	√		AF/I	√
4.3 In the event of a declaration of a civil emergency or business continuity event you will be expected to undertake appropriate duties as directed by your line manager these	√		AF/I	√

Personal Skills/ Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria (Tick below)
may include working outside the normal working time parameters.				
4.4 Able to represent the Council positively (e.g. in Court)	√		AF/I	√
4.5 Possess a current full UK driving license	√		AF/I	√
4.6 Has access to their own vehicle on a daily basis and is prepared to travel around Bolsover and North East Derbyshire Districts, and further afield as and when required.	√		AF/I	√
4.7 Physically able to operate within a building site environment, include climbing ladders and work from scaffolding.	√		AF/I	√
4.8 Ability to be flexible in working arrangements	√		AF/I	√

Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short listing stage.

Specification completed by
Designation
Date

Key

AF = Application Form
CQ = Certificate of Qualification
I = Interview
R = References