

Job Description

Job Title	Senior Enforcement Officer – Empty Homes
Directorate	Housing
Service Area	Private Sector Housing
Grade	7
Competency Level	1
Salary	£40,777 – £46,142
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	

Job Purpose

To be a senior enforcement officer in the vacant properties team proactively and reactively dealing with vacant residential properties, vacant commercial properties and problematic vacant land. To carry a caseload of complex investigations and use all available remedies to ensure an appropriate resolution. To take all necessary enforcement action as appropriate. To bring long term vacant properties back into use.

Directly Responsible For:

Not applicable

Directly Responsible To:

Principal Officer - Empty Homes Team

Main Areas of Responsibility:

- To plan, organise and deliver inspections and assessment of caseload as part of a busy regulatory/statutory service in line with service objectives, policy and processes
- To undertake routine planned and reactive inspections and visits to complex vacant properties to enforce relevant housing legislation ensuring work is completed on time to the required professional standard and within timescales
- To undertake planned and reactive inspections on complex vacant land and enforce relevant legislation and regulations ensuring work is completed on time to the required professional standard and within timescales
- To undertake planned and reactive inspections on complex vacant commercial premises and enforce relevant legislation and regulations ensuring work is completed on time to the required professional standard and within timescales
- To prepare all statutory enforcement notices, legal documents and other correspondence to the required professional standard in accordance with policy and procedures and within timescales
- To assist in the planning of proactive, targeted action and lead on area based enforcement action
- To investigate, assess and then instigate enforcement action for failure to comply with statutory notices or otherwise. To include work in default and/or prosecution as appropriate

- To investigate complex legal issues within area of responsibility and complex/serious cases including inspections, reports, evidence gathering, interviews, witness statements
- To represent the authority at courts and tribunals and enquiries
- To input into case studies showcasing the work of the service
- To carry out all other duties commensurate with the post
- To investigate and respond to Have Your Say complaints and requests made under the Freedom of Information Act within the specific timescales
- To attend training courses to maintain continued professional development
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and others and to report any potential hazards or unsafe practices to your line manager
- To act in accordance with all policies and procedures which apply to your role with an understanding of such policies

Supervision and Management Responsibility:

Not applicable

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The role will involve inspection of various types of accommodation and land where space may be limited or hazardous
- Will also involve periods of sitting due to the management part of the role

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree, Diploma or HND in Environmental Health, Building Surveying or Construction, Trading Standards, Food Safety, Health and Safety or other similar enforcement function or proven equivalent experience/professional accreditation (A/I)

Desirable

- Training and achievement in Professionalising Investigations Programme (minimum Level 1)

Experience

Essential

- Experience in undertaking complex investigations and ensuring compliance with legal requirements (A/I)
- Experience of working in an enforcement service and undertaking criminal investigations (A/I)
- Experience in attending court to present evidence, obtain warrants (A/I)
- Experience in a range of housing enforcement functions including powers to regulate vacant properties and HHSRS (A/I)

Desirable

- Experience of working as part of a project delivery team, successfully achieving the aims and objectives of the project

Skills/Abilities

Essential

- Ability to understand the use of relevant private sector housing powers (A/I)
- Excellent communication skills both written and oral (A/I)
- Ability to utilise intelligence for targeted investigations (A/I)
- Ability to work to strict deadlines (A/I)
- Excellent interpersonal skills enabling the post holder to effectively communicate with a range of audiences (A/I)

Desirable

- Presentation skills (A/I)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Willingness to represent the service at meetings and carry out investigations and inspections / out of normal office hours (A)

Desirable

- A full driving licence

