

Job Description

Job Title	Empty Homes Grant Officer
Directorate	Neighbourhoods and 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	A10191

Job Purpose

To inspect properties that are the subject of grant applications. To ensure that they meet the conditions of the grant application and are fit for habitation on completion of the works.

Directly Responsible For:

Not applicable



Directly Responsible To:

Private Sector Housing Principal Officer (Housing)

Main Areas of Responsibility:

- To plan, organise and deliver inspections as part of the Empty Homes Grant Scheme in line with the scheme's objectives, policy and processes
- To make evidence-based assessments on the structure and condition of empty properties that are applying for the grant, both before and after the work has been completed
- To carry out the grant inspections under HHSRS and Part 1 Housing Act functions
- To enforce all relevant legislation ensuring work is completed on time to the required professional standard and within timescales
- To prepare statutory enforcement notices, legal documents and other correspondence to the required professional standard in accordance with policy and procedures
- To respond to service requests received about empty properties that are the subject of grant applications in Liverpool. Including assessing the structural condition of empty properties and ensuring that the grant applied for, and schedule of works are sufficient to bring the property to a decent homes standard
- To assist in the administration and function of the Empty Homes Team grant scheme. This includes reviewing proposed works by property owners and assessing structural and housing conditions
- To investigate, assess and then instigate enforcement action for failure to comply with statutory notices or otherwise
- To input into case studies showcasing the work of the service
- To carry out all other duties commensurate with the post
- 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:

No supervisory or line manager responsibility

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
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council

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:

- This is a hybrid role, combining office work with inspections on site. PPE will be provided for inspections. Desk safety assessments will also be carried out regularly

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 competency level **one**.

[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, or proven extensive equivalent experience or professional accreditation in a related discipline (A/I)

Desirable

- A detailed technical knowledge of housing construction and the ability to accurately diagnose building defects

Experience

Essential

- Experience in ensuring compliance with legal requirements (A/I)
- Experience of undertaking property inspections(A/I)
- Experience in preparing letters and reports. (A/I)

Desirable

- Experience of working with empty properties
- Experience working with grant schemes or similar initiatives



- Experience in working in a district/ward setting including lone working
- Experience or knowledge of construction and building structures

Skills/Abilities

Essential

- Ability to understand legislation and apply it (A/I)
- Excellent communication skills both written and oral (A/I)
- Ability to work to deadlines (A/I)

Desirable

- Excellent interpersonal skills enabling the post holder to effectively communicate with a range of audiences

Commitment

Essential

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

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- High degree of professionalism and integrity
- Commitment to equality, diversity, and inclusion in service delivery and staff management

Other

Desirable

- Full UK driving licence

