

## Job Description

<b>Job Title</b>	Private Sector Housing Technical Compliance Officer
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Housing
<b>Grade</b>	6
<b>Competency Level</b>	1
<b>Salary</b>	£35,412 - £39,862
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not Applicable
<b>Job Evaluation Ref No</b>	

## Job Purpose

To undertake checks on private rented sector properties for compliance with licence conditions and to ensure compliance with HHSRS and other regulatory requirements, including supporting Senior Enforcement Officers.

### Directly Responsible For:

Not applicable

## **Directly Responsible To:**

- PSH Selective Licensing Manager
- HMO Manager

## **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 inspections and visits for compliance with licence conditions at licensed properties
- To prepare notices / correspondence to licence holders and other relevant persons relating to licensed properties on time to the required professional standard in accordance with policy and procedures
- To ensure compliance with notices / correspondence by licence holders within timescales, including referrals for non-compliance
- To identify Housing Health and Safety Hazards and to escalate as appropriate for further investigation
- To ensure all works undertaken in a timely manner in accordance with timescales, policy and procedures
- Serve notices, legal documents, witness statements and other correspondence and provide support to the Senior Enforcement Officers
- To carry out all other duties commensurate with the post
- To investigate complaints and respond to service requests
- To investigate compliance issues within area of responsibility undertaking but not limited to the following: inspections, produce reports, gather evidence, conduct interviews under caution, request / prepare witness statements
- To provide specialist advice to the planning and licensing teams and investigate complaints about nuisance from domestic premises

- To represent the service at meetings, courts, tribunals and inquiries
- To respond to and investigate Have Your Requests and requests made under the Freedom of Information Act in accordance with specific timescales
- To attend training courses to maintain continued professional development

### **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

### **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, placing a level of physical demands on the individual
- It will also involve periods of sitting due to the administrative and compliance recording 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 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 or formal qualification in relevant technical discipline, or extensive proven experience in a similar role (A,I)

### Desirable

- Full / Chartered Membership of a relevant technical institution

## Experience

### Essential

- Experience of undertaking formal / informal inspections of buildings / premises (A,I)
- Experience of working on own initiative, as part of a team (A,I)
- Knowledge and understanding of HHSRS (A,I)
- Knowledge of HMO Licensing and / or Selective / Additional Licensing (A,I)

### Desirable

- Experience in the full range of Environmental Health duties
- Experience of working in quality assured environment

## Skills/Abilities

### Essential

- Ability to understand and use of private sector housing powers (A,I)
- Ability to communicate in written and oral formats (A,I)

### Desirable

- Presentation skills
- Good inter-personal and customer care skills

## Commitment

### Essential

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

### Desirable

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

## Other

### Desirable

- A full UK driving licence