

## Job Description

**Department:** Place and Economy

**Division/Section:** Private Sector Housing

**Job Title:** Housing Compliance Officer

**Post No:** TBC

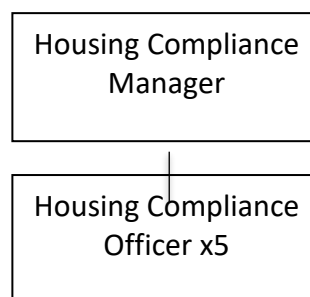
**Grade:** 10

**Reports to:** Housing Compliance Manager

**Organisation**

**Chart:**

Show immediate  
manager and any  
jobs reporting to  
this post.



**DBS Check  
applicable?**

Basic ☐ Standard ☒ Enhanced ☐ None

**Is post exempt under the Rehabilitation of Offenders Act  
1974 in respect of declaration of spent convictions?**

Yes ☐ No ☒

**Line Management  
responsibility for:**

No. of direct reports: 0

No. of indirect reports: 0

**Size of budget:**

NA

**Job Purpose:**

- To undertake housing standard compliance checks to ensure conditions meet relevant standards, making assessments under the Housing Health and Safety Rating Scheme.

- To undertake licensing inspections in relation to park homes, and properties covered by the mandatory housing scheme, utilising enforcement sanctions as necessary to secure compliance with licence requirements.
- Carry out interventions with regards to other housing licensing schemes to ensure compliance with scheme and wider regulatory standards.
- To adopt a holistic approach to both identifying and resolving wider concerns identified during housing duties such as anti-social behaviour, environmental issues, parking, safeguarding, homeless prevention, empty and dilapidated homes, drainage issues, and statutory nuisance.
- To educate landlords, tenants, agents and the public regarding compliance with legislation and good practice.

## **Main Duties and Responsibilities:**

1. To investigate housing complaints in privately rented and owned property. Undertake housing condition inspections using the Housing Health & Safety Rating System (HHSRS) pursuant to the Housing Act 2004. To make decisions on whether Category 1 or Category 2 Hazards exist within the dwelling and assess the level of risk to the occupiers posed by those hazards.
2. Take the necessary enforcement action required to resolve complaints, including generating detailed schedules of work, statutory notices, undertaking works in default and preparing criminal cases for prosecution.
3. To prepare evidence on HHSRS risk assessments to the First Tier Property Tribunal and to represent the Council at Tribunal to resolve disputes and appeals brought by others.
4. Carry out inspections of houses in multiple occupation (HMOs) in response to complaints and to ensure compliance with existing licence conditions. Process HMO licence applications to assess suitability to licence and issue licences in accordance with the Housing Act 2004 and the Management of Houses in Multiple Occupation (England) Regulations 2006.
5. To collect lawfully admissible evidence, including taking statements from witnesses and conducting interviews under caution, compiling investigation reports for consideration of legal proceedings, and appearing as a witness in court or tribunal as required.
6. Take responsibility to investigate complaints of threatened or actual harassment; illegal eviction; non-provision of rent book or tenancy agreement; non-provision of landlord's name and address; disconnection of electricity, water or gas supplies; non-provision of information in respect of service charges or insurance; unlawful charging of premiums; and fraudulent misstatement in respect of the interim possession procedure.

7. Investigate reports of unlicensed properties in respect of housing licensing scheme requirements, ensuring those requiring a licence are brought into compliance.
8. Provide assistance to tenants who have been illegally evicted to ensure their rights are respected.
9. To support the delivery of the council's strategic priorities while undertaking housing duties, ensuring every opportunity is taken to improve outcomes in communities through taking a holistic overview of issues and a solution focused response, working in partnership when advantageous.
10. Provide advice and support to residents, visitors and businesses, attending public partnership forums, and multi-agency meetings as required.
11. To calculate and issue Civil Penalties where appropriate instead of criminal sanctions to secure legislative compliance having first obtained Head of Service authorisation to do so. Regard to be given to primary legislation, common law precedent and decisions of the Upper Tier Property Tribunal.
12. To identify rented properties without compliant Energy Performance Certificates (EPC), and take action proportionate to securing compliance. Represent the Council in any civil proceedings that arise from the issuing of fixed penalty notices.
13. To negotiate with landlords, agents, tenants and where appropriate builders regarding the standards and requirements of the City Council in relation to private rented houses, including houses in multiple occupation and where appropriate agree suitable variations; always ensuring that minimum standards are met.
14. Carry out inspections of mobile home parks, mobile homes and residential caravans in response to complaints and to ensure compliance with existing licence conditions. Process site licence applications to assess suitability to licence and issue site licences in accordance with the provisions of the Mobile Homes Act.
15. To undertake training courses relevant for continued professional development and provide training and guidance to both team members and other teams as required.
16. Carry out inspections/enforcement of residential dwellings to ensure compliance with housing schemes in the council's area as directed.
17. To respond to requests from Planning Services for plan vetting of new build/extensions to housing in the city and provide comments within agreed timescales.
18. To respond to requests for housing assessment for Immigration purposes including inspection of residential properties and the preparation of reports to residents as part of their immigration applications.
19. To keep up to date with all areas of legislation and good practice relating to housing and housing related areas as well as the work of the wider Department and how the council is delivering on its strategic priorities.

20. To undertake specific projects and workstreams as directed by the Housing Compliance Manager, including participating in local, regional, and national initiatives.

21. To assist in the development and delivery of project and campaign work according to the requirements of the team, strategies and policies including the Homeless Strategy, Empty Homes Strategy, Renewals Policy and the Council's Housing Strategy.

**DATE:** November 2022

**COMPLETED BY:** Peter Gell