



# Job Description

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St. Helens Council

<b>Post:</b>	Senior Technical Officer (HMO Standards)
<b>Post Number:</b>	SHN45A
<b>Department:</b>	People's Services
<b>Grade:</b>	SCP 32-34
<b>Responsible to:</b>	Principal Environmental Health Officer

**Duties and Responsibilities:** To effectively carry out casework and projects in any relevant work area within the Housing Enforcement and Housing in Multiple Occupation (HMO) Licencing Service. To raise standards in the private rented sector and safeguard vulnerable occupants.

1. To investigate complaints and respond to service requests in relation to housing standards and housing in multiple occupation (HMOs)
2. To have a thorough knowledge and understanding of the principles of the Housing Health and safety rating system (HHSRS) as detailed in the Housing Act 2004 and associated guidance in respect of housing standards and enforcement action.
3. To undertake detailed inspections of properties in preparation for enforcement action using appropriate housing powers applying HHSRS as appropriate to assess housing conditions and the effect on vulnerable occupiers.
4. To prepare notices, and other supporting documentation and evidence, including witness statements to be used to assist legal proceedings.
5. To represent the service at meetings, courts, tribunals and inquiries.
6. To carry out routine HMO inspections and assessments to ensure compliance with licence conditions and other regulatory requirements.
7. To work proactively in the community and through systems interrogation to identify high risk properties and to target interventions as appropriate.



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8. To work with a range of agencies to support the delivery of multi agency support to vulnerable client groups, including support to resolve and reduce potential conflict and ASB in the private rented sector.
9. To develop and support service processes and systems to effectively monitor compliance and to support provision of enhanced intelligence with regard to the private rented sector.
10. To have a thorough knowledge of the council's Housing Assistance Policy, its objectives, the products and assistance available and to be able to advise customers accordingly.
11. To understand the legal framework and requirements in relation to Housing standards and be able to advise owners and tenants accordingly. This includes giving advice with regard to adopted service standards.
12. To have a specialist understanding of housing design and construction.
13. To scrutinise plans and evaluate estimates /tenders in relation to housing financial assistance and enforcement processes, in accordance with Contract Rules and Departmental policies.
14. To input and extract relevant data from the section's management databases in support of the Housing Enforcement and Licencing functions in order to manage workloads in accordance with adopted service standards.
15. To be conversant and competent in the use of all operational software in support of Housing service functions.
16. To undertake risk assessments at the design and specification stages of building work and produce pre-tender health and safety plans as necessary in accordance with the Construction Design and Management Regulations .
17. To undertake regular site inspections of building works in relation to housing financial assistance and enforcement work, to ensure provision of a quality value for money product. .
18. To agree variations to work specifications with contractors and customers in accordance to Departmental policy and internal audit requirements.



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19. To provide professional support and assist in the training of Technical Officers.
20. To assist on the delivery of Housing Assistance Policy, Housing Enforcement Policy, and Empty Homes Strategy.
21. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
22. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
23. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

**This post is not subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.**

**Date Reviewed: March 2018**