

# Housing Solutions Officer – Housing Compliance - Grade 7- 9

## Job Focus

**To be read in conjunction with Housing Solutions Officer Job Profile which provides the full range of responsibilities across the function.**

Within the Housing Solutions Service, the Housing Compliance Team will facilitate and support access to good quality private rented accommodation. The team is responsible for working with landlords and homeowners to ensure good property standards and management practices are achieved and maintained.

Additionally, the Compliance Team are responsible for ensuring landlords, property agents and owners comply with their statutory requirements through support, negotiation, and enforcement action

You will work closely with Housing Solutions colleagues in their aim to Prevent Homelessness.

## Role Description

You will be responsible for liaising directly with customers to provide creative and innovative solutions to resolve customer's housing needs and problems. You will facilitate in the availability of quality accommodation, suitable sustained tenancies, and homeless prevention.

You will establish and maintain a wide range of positive working relationships. A Housing Solutions Officer (HSO) within the Compliance team is expected to demonstrate their skills in mediation, negotiation, and communications to achieve satisfactory outcomes. You will have a knowledge of a range of housing related legislation relating to property, tenancy, and homelessness as well as an understanding of welfare entitlements.

You will undertake property inspections to assess standards in relation to current legislation, statutory and corporate standards. You will be expected to identify hazards and areas for improvement. The HSO will be expected to maintain detailed notes, produce reports, prepare improvement plans, in an accurate and timely manner utilising appropriate systems and applications.

You will undertake enforcement action where appropriate. This will include drafting and serving Notices and letters accurately and promptly. You will be responsible for providing and presenting information in respect to legal proceedings in conjunction with service colleagues and Legal Services. You may be required to participate in in PACE interviews (Police and Criminal Evidence Act 1984)

When necessary, you may be required to participate in project/working groups to improve and promote the service. This will involve research and proposing recommendations in relation to housing services. You will be required to participate in training and professional development.

You will need to be able to work both as part of team, but also on your own initiative as you will be required to undertake visits to properties across the Kirklees district.

You will be required to adhere to all Kirklees Council policies including risk assessments, safeguarding and professional boundaries.

### For Office Use Only:

Job Category	Housing Services	Grading ID	63070 63080 63090
Job ID	80100684	Last Updated	October 2021
Job Focus	Yes	Career Progression	Yes

### Contractual Variants

DBS Category	Adults	DBS Type	Enhanced + Barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No