Rossendale Borough Council is actively pursuing equality of opportunities. Applicants to job share are encouraged in respect of full-time posts.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Housing and Regeneration Projects Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Number</td>
<td>HM1002</td>
</tr>
<tr>
<td>Directorate</td>
<td>Communities</td>
</tr>
<tr>
<td>Service</td>
<td>Housing</td>
</tr>
<tr>
<td>Team</td>
<td>Housing</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade 6</td>
</tr>
<tr>
<td>Responsible To</td>
<td>Housing Manager</td>
</tr>
<tr>
<td>Responsible For</td>
<td>Housing Apprentice</td>
</tr>
<tr>
<td>Other</td>
<td>Are in accordance for the National Joint Council for Local Government Services</td>
</tr>
</tbody>
</table>

**Job Purpose**

To take a lead role in private sector and affordable housing regeneration projects on behalf of the Council and its partners including the empty homes project, the resettlement of asylum seekers and refugees and affordable warmth and fuel poverty initiatives.

Manage and develop these projects to achieve the key regeneration priorities within the Council’s Corporate Plan.

**Core Values**

This section of the job description sets out the specific responsibilities of the individual post holder and the services for which they are responsible. There is an expectation that those responsibilities are delivered in accordance with the Council’s core values:

**Customers Matter** – Recognising the diversity of the council’s customers and the importance of developing services that meet the needs of different customers. A willingness to go the extra mile.

**Listening and Communicating** – Consulting and listening to customers and staff, to improve understanding and decision-making. The ability to communicate in a number of different ways.

**Loyalty** – Building our reputation, trust and confidence. A positive attitude and pride in the Council.

**Management of Performance** – Remaining focused and delivering identified and measured outcomes. An understanding of the bigger picture and a willingness to go above what is expected.
Celebration of Success – Evaluating, learning and recognising what we have done well and applying lessons learned.

Main purpose of the job:

Empty Homes Project

1. To lead the development and delivery of the Council’s new Empty Homes Project, ensuring opportunities for affordable housing are maximised by bringing long-term unoccupied private sector homes back into use.

2. To be proactive in identifying empty homes across the city in partnership with internal teams and external agencies, maintain a database of empty homes and respond to enquiries regarding empty properties.

3. Work with the Housing Manager to develop and implement an Empty Homes Strategy for the authority, based on accepted good practice, aligned with other relevant strategy documents and including action plans and targets.

4. Provide project management for the Empty Homes Project including leadership of a team of internal representatives from other departments including Planning, Legal, Service Assurance (council tax data) and Environmental Health.

5. Produce regular progress and highlight reports and briefings to colleagues and elected members on the delivery of the project and keep involved parties up to date with changes to national housing policy, legislation or guidance relevant to private sector housing; empty homes and affordable housing.

6. Trace, contact and negotiate with owners to address the problems caused by empty homes and provide specialist advice and guidance around bringing homes back into occupation and putting owners in touch with agencies and organisations to negotiate managed tenancies.

7. Provide general guidance and advice and training to landlords, agents, elected members or others on management, property reuse and similar issues as required.

8. Work with the authority’s legal staff to implement pro-active enforcement policies and processes, including under the provision of the Housing Act 2004, the Building Act 1984 Compulsory Purchase Orders and Empty Dwelling Management Orders in respect of long-term vacant private sector housing, involving preparing and presenting evidence in court, Residential Property Tribunals and Public Local Enquiries as necessary.

9. Carry out initial evaluation of the likelihood and costs of bringing identified empty properties back into use, including arranging surveys and schedules of work and
liaising with internal teams, owners and agencies to agree plans and identify potential funding sources to enable refurbishment and occupation.

10. Develop positive working relationships with both external and internal bodies to champion the empty homes project including representing the Council at meetings with other authorities and agencies and working with colleagues within the Pennine Lancashire and Lancashire Country sub-region and the Northwest region to deliver solutions for people in housing need and achieve local, sub-regional, regional and national objectives.

11. Provide line management for a housing apprentice

Affordable Warmth

12. To lead, promote and co-ordinate the delivery of the Council’s home energy efficiency projects, liaising with partner authorities, agencies and service providers as appropriate.

Asylum Seekers and Refugees

13. Act as the main point of contact within the Council with Serco as the Home Office Compass contract holder for the area, responsible for procuring properties, placing and supporting asylum seekers and collate statistical monitoring data and updates for colleagues and elected members.

14. Act as the main point of contact with Lancashire County Council around Rossendale Borough Council’s involvement with the Syrian Vulnerable Person Resettlement Programme and provide updates and briefings for colleagues and elected members to inform decision-making around participation and engagement.

15. Oversee refugee and asylum seeker support services within the borough and liaise with contract holders and other agencies such as Rossendale Asylum Support Service to ensure correct protocols are followed and high-quality services are delivered.

16. Facilitate multi-agency working and build relationships with other parts of the Council, NHS services and other agencies essential for the integration and support of vulnerable individuals and families.

17. Oversee the work of interim officer capacity employed to project-manage the Syrian Families Resettlement Programme

General
1. To publicise and promote the projects and initiatives of the Directorate.

2. To deputise for the Housing Manager where appropriate.

3. To actively co-operate with colleagues on cross-cutting corporate projects, initiatives or areas of activity on behalf of Council as a whole.

4. Contribute to for the operation and application of the Council’s Equal Opportunities Policy.

5. Be responsible for communicating and following the Council’s customer care standards.

6. To positively promote the council and its priorities at all times and to all audiences both internal and external to the Council.

7. To develop a productive working relationship with all elected members.

8. To observe the health safety and wellbeing of all staff employed in the Directorate in line with corporate policies.

9. Any other duties, which may reasonably be required in accordance with the duties and responsibilities, indicated and which are appropriate to the post covered by this job description.

10. To attend special events and to work out of hours as and when required. Such out of hours work and cover will be provided on the basis of scheduled time off in lieu.

**General Statement**

The information contained in this job description is furnished to assist employees joining the council to understand and appreciate the work content of their post and the role they play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included in the job description.

**Health and Safety at Work**

The Health and Safety at Work Act 1974 stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.
Equal Opportunities and Accessibility

The Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability. This will be undertaken in line with the Council’s equality duties set out in the Equality Act 2010.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of the Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Absence

Applicants are asked to note that Rossendale Borough Council has a Management of Absence Policy and there is an expectation that employees attend work on a regular basis or with reasonable adjustments where applicable.

Performance Management

Where officers are responsible for the collection of performance information, including either national and local indicators, it is the officers responsibility to ensure that data is collected and calculated according to their statutory or local definition, and following the standards set out in the Council’s Performance Management and Data Quality Strategy.

NOTE: This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder’s responsibilities.