

JOB DESCRIPTION

Job Title:	SELECTIVE LICENSING OFFICER
Position No:	HS142
Section:	PRIVATE RENTED TEAM
Service:	REGENERATION AND HOUSING SERVICE
Directorate:	REGENERATION SERVICES
Agreement:	NJC FOR LOCAL GOVERNMENT SERVICES
Salary Range:	SCP 12 – 17 (Scale 5)
Other:	ESSENTIAL USER CAR ALLOWANCE
Date:	JUNE 2019

Organisational Relationships:

- a) Reports to: Private Rented Sector Manager
- b) Supervises: None
- c) Co-ordinates with: All colleagues within Regeneration and Housing, Colleagues within the Council, Elected members, landlords, tenants, professional organisations, other external partner organisations and members of the public
- d) As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objective(s):

- To be responsible for the duties commensurate with the implementation of the designated selective licensing area. Including inspection of dwellings and issuing of licences and identifying unlicensed dwellings.

Main Duties and Responsibilities:

- 1) To carry out inspections of private rented property in accordance with selective licensing conditions:-
 - Interpret and apply the law where necessary;
 - Service legal notices;
 - Liaise with Legal Services in the conduct of legal proceedings and act as an expert witness at the residential property tribunal and at other formal hearings.
- 2) To investigate complaints/service requests/other notifications made to the selective licensing team and advise landlords on action required to ensure that their properties are brought up to the relevant statutory and scheme standards.
- 3) To fully engage with neighbourhood problem solving approaches with partners in order to coordinate activities to best meet the needs of communities.
- 4) To promote and advise on selective licensing directly to Private Rented Sector landlords, owners, agents and tenants in Hyndburn and to publicise the scheme to all interests parties and the general public and where necessary take enforcement action to ensure compliance with Selective Licensing requirements.
- 5) To make recommendations as to whether individual licenses should be approved.

- 6) To review all individual licences in accordance with the requirements of the scheme.
- 7) To foster and maintain good working relationships with landlords, managing agents, tenants and other stakeholders.
- 8) To assist in the provision of an advisory service for licenced landlords and other stakeholders.
- 9) To keep up to date with relevant government policy and legislations, particularly the implications of Selective Licensing of Private Landlords in the Housing Act 2004.

Subsidiary Duties:

- 10) Administration work within the section including the use of computer based systems.
- 11) Prepare evidence for prosecutions and appear in court as a witness for the Council when necessary.
- 12) To participate fully in all inter-departmental working groups/panels etc. and co-operate fully to ensure that the Authority's corporate objectives are achieved.
- 13) To participate in development opportunities to ensure employment to full potential in accordance with the provisions of the Investors in People programme within budgetary constraints.
- 14) To operate in accordance with Council priorities and compliance policies relating to Health and Safety, Equal Opportunities and Customer Care.
- 15) To undertake duties as required by line manager of Head of Service.
- 16) To assess own performance against service/business plan targets.
- 17) To deal with colleagues openly and fairly at all times and support mutual respect within teams

NB In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's staff appraisal scheme. Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010 - 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

PERSON SPECIFICATION

JOB TITLE	SELECTIVE LICENSING OFFICER	POST NO.		
PERSONAL ATTRIBUTES (BASED ON JOB DESCRIPTION)		ESSENTIAL	DESIRABLE	HOW TO BE MEASURED APPLICATION FORM (A) INTERVIEW (I) TEST (T)
QUALIFICATIONS				
1.	Educated to A Level standard	E		A
2.	Educated to at least GCSE standard in both English and Mathematics	E		A
EXPERIENCE				
1.	Experience of undertaking inspections and investigating complaints, and completing associated paperwork	E		A/I
2.	Experience of taking enforcement action, including serving statutory notices and prosecutions	E		A/I
3.	Experience of maintaining comprehensive records and files, both paper based and computer based		D	A/I
4	Experience of using PC applications including Word, PowerPoint, Access and Excel	E		A/I
5.	Working to deadlines within an office environment	E		A/I
6.	Experience of dealing with members of the public by telephone and face to face	E		A/I
7.	Experience of Selective Licensing		D	A/I
KNOWLEDGE/SKILLS/ABILITIES				
1.	Basic understanding and ability to apply HHSRS		D	A/I
2.	Knowledge of a wide range of private rented sector housing issues		D	A/I
3.	Ability to undertake complex investigations and produce concise reports	E		A/I
4.	Written communication skills to write reports, correspondence and other documents to a range of audiences, including submission as evidence for prosecution.	E		A/I
5.	IT skills including the use of databases, spreadsheets and Microsoft Word	E		A/I
6.	Ability to interpret, understand and keep up to date with relevant legislation	E		A/I
7.	Organisational skills to organise and prioritise own caseload and to work under pressure to meet potentially conflicting deadlines, whilst contributing to team objectives.	E		A/I
8.	Knowledge of Selective Licensing requirements		D	A/I
ADDITIONAL REQUIREMENTS				
1.	Hold a current full driving licence and be able to provide own transport	E		A
2.	Regular & Reliable Service – the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence.	E		References
3.	A flexible approach to working	E		A/I
4.	Attendance at occasional evening meetings	E		A/I

5	Enthusiastic and positive approach	E		A/I
6.	A commitment to equal opportunities and customer care	E		A/I
OTHER				
1.	Commitment to the principles of public services and local democracy	E		A/I

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