

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Chief Executives
Division:	Public Protection
Post No & Job Title:	Private Sector Housing Officer (Posts H70, H114)
Grade:	Grade 10
Responsible to:	H132 - Senior Private Sector Housing Manager
Responsible for:	No responsibility for employees.
Main purpose of the job	To undertake housing inspections, enforcement action, grant/loan inspections and associated duties in respect of the Council's private sector housing functions.

Main Duties and Responsibilities:

1. Single dwellings

Investigate complaints received about poor housing conditions, ensuring compliance with relevant Government legislation, regulations and guidance

2. Inspect dwellings under the Housing Health and Safety Rating System to identify and rate hazards.
3. Produce detailed notes, calculations, plans, and digital images of properties inspected, and keep appropriate records.
4. Specify, by preparation of a detailed schedule of works, remedial work needed to remove or reduce hazards to an acceptable level.
5. Determine and take the most appropriate informal or formal action to ensure hazards are removed or reduced, in accordance with adopted Enforcement Concordat and other relevant policies, and legislation including preparing and serving statutory notices.
6. Monitor work to ensure that hazards are removed or reduced to an acceptable level.
7. Take default action where necessary, including obtaining quotes, checking works, and liaising with other relevant departments.
8. Prepare cases for issue of caution, civil penalty, prosecution, and appeals, and to give evidence at court and the First-tier Tribunal (Property Chamber) where necessary.
9. Give advice and information to landlords, managing agents, tenants, contractors, and other interested parties on legislation and other issues relating to private sector housing.
10. Inspect dwellings to determine their suitability for the council's deposit guarantee scheme.

11. Houses in multiple occupation (HMOs)

Identify and inspect HMOs to deal with hazards, using the Housing Health and Safety Rating System, ensure properties meet Broxtowe Borough Council's HMO Property Standards, that management standards are maintained and improved and properties are compliant with relevant government legislation and regulations

12. Inspect HMOs to determine their suitability for a mandatory licence, and administer the process of issuing a licence where appropriate.
13. Monitor all licensed HMOs to ensure compliance with conditions.
14. Investigate suspected un-licensed HMOs when it is believed the property should be licenced.
15. Liaise with Nottinghamshire Fire and Rescue Service in respect of large HMOs with complex layouts.
16. Liaise with UNIPOL in respect of HMOs let to students.
17. Carry out duties detailed in 2 to 6 above in respect of HMOs.

18. Mobile Homes

Inspect Mobile Home sites to determine their suitability for a licence and compliance with site condition

18. Housing grants and loans

Inspect dwellings to ascertain eligibility for loans and grants offered for the time being in accordance with legislation and council policy.

19. Determine whether applicants qualify for grant assistance by using the statutory means test or other eligibility criteria.
20. Assist clients in preparation of application.
21. Determine submitted estimates for suitability based on individual cost of schedule items; check and recommend applications for approval.
22. Liaise with Notts County Council Adult Social Care Services and make judgements on suitability of proposed disabled adaptations.
23. Liaise with architects, agents, and other council departments to ensure grants and loans are processed in a timely and efficient manner.
24. Monitor grant and loan works to ensure compliance with the approved schedule of works and to recommend that payments be made.
25. Give advice and information on the full range of grants and loans offered by the council.
26. **General**
Apply the provisions of the Environmental Protection Act 1990 (Part III) concerning statutory nuisance in relation to premises.
27. Take action to bring empty dwellings back into use in the borough in accordance with relevant policies, strategies, and legislation.

28. Take action to deal with dwellings which are open to unauthorised access or are a danger to public health.
29. Deal with filthy and verminous persons and premises using the provisions of the Public Health Acts 1936 &1961.
30. Inspect properties under the Housing Health and Safety Rating System and Statutory Overcrowding Housing Act 1985 Part 10 to confirm suitability for immigration purposes
31. Investigate complaints of defects to properties under the Building Act 1984
- 31 Enforce the provisions of S.47 of the National Assistance Act 1948.
32. Attend external and internal meetings as necessary, and to deputise for the Senior Private Sector Housing Officer when required.
3. Use diagnostic and other equipment on site as necessary, including protimeters, digital cameras,etc.
34. Assist in promotional campaigns and at special events, such as landlords' forums.
35. Work proactively with other teams across the Council for example Planning, Revenues and Benefits, Housing Options and Building Control
36. Keep up to date with developments in relation to private sector housing legislation and enforcement through research, reading and attendance of courses and briefings.
37. Guide and train students, administrative staff, and other colleagues as necessary.
38. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

The post holder may occasionally be required to undertake work activities out of normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of the Private Sector Housing Officer post but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:			
Job description agreed by:			

Notes: revised January 2026 addition of post.

Date of issue: