

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>Directorate</b>	Chief Executive's Department
<b>Division</b>	Housing
<b>Post No &amp; Job Title:</b>	H55 - Housing Property Officer
<b>Grade:</b>	6
<b>Responsible to:</b>	T418 Homeownership Manager
<b>Responsible for:</b>	No direct supervisory responsibilities
<b>Main purpose of the job</b>	<p>To act as lead officer for all standalone property acquisitions to increase the number of properties in the Housing Revenue Account.</p> <p>Support the work of the Housing Delivery Group in regards to Housing Department owned land and assets.</p> <p>To support various aspects of Housing and Homeownership programmes.</p> <p>To provide a Garage Lettings service in accordance with policy.</p>

### **Main Duties and Responsibilities:**

#### **Homeownership**

1. Actively identify and pursue suitable properties on the open market for acquisition, including properties available for sale through estate agents, registered providers, developers or other agencies.
2. Respond to all enquiries regarding potential opportunities, ensuring all conversations are recorded accurately and maintain regular contact throughout the process.
3. Ensure that the Housing (Right of First Refusal) (England) Regulations 2005 are adhered to, including legal time scales.

4. Liaise with vendors, leaseholders and their agents in order to conduct viewings, measurements, photographs and compile comprehensive property details.
5. Arrange market valuations and surveys, negotiate price between the vendor and the Council in conjunction with the Head of Housing and monitor purchases as they progress through to completion.
6. Liaise with interested parties such as solicitors, surveyors and estate agents to ensure smooth and efficient acquisitions.
7. Review opportunities by seeking opinions from managers on the potential benefits and issues of the property offered.
8. Liaise with other sections in the Council to ensure that all necessary checks have been completed, including property inspections.
9. Instruct and liaise with Legal Services regarding the sale of the property, and coordinate the completion date with the necessary teams.
10. Ensure that the rent is calculated in accordance with the Rent Standard.
11. Liaise with the Housing Operations team to ensure that housing needs are taken into account, and prioritise suitable properties.
12. Provide the Allocations Team with all necessary information to advertise the property on the Council's Choice Based Lettings system, liaising with them regarding a potential purchase date and works required.
13. Liaise with the Repairs Team to ensure that all works are completed post-purchase.
14. On completion, ensure that all keys for the property are received and arrange for the property to be inspected. Ensure that the Housing Management System is updated accordingly.
15. Identify all potential marketing opportunities, liaising with other teams and departments to ensure that the scheme is advertised (e.g. Private Sector Housing, Corporate Communications etc.).
16. Liaise with the Housing Operations team regarding the Council's housing waiting list to ensure that properties being acquired met identified housing need.
17. Prepare reports as requested, including viability reports for Senior management, ensuring to adapt style depending on purpose and audience.

18. Provide guidance and information about affordable housing schemes, such as shared ownership and discount market sale, assisting prospective buyers in navigating the application process.
19. Assist with processing applications for affordable housing schemes including discount market sale, First Homes and shared ownership.
20. Assist with the administration of the Right to Buy process, including assisting prospective buyers to complete application forms and ensuring all necessary documentation is provided.
21. Assist with the administration of shared ownership properties as required.
22. Provide support to the Leasehold Service when required.

## **Garages**

23. Be the point of contact for all garage related queries.
24. Maintain the garage waiting list on the Housing Management System, ensuring that all applications are entered in a timely manner. Review the waiting list annually.
25. Ensure that garage void times are kept to a minimum, working in conjunction with other teams as required.
26. Allocate vacant garages to applicants by issuing keys and paperwork promptly.
27. Ensure information on the Housing Management System is kept up to date for monitoring purposes.
28. Provide performance data to assist with future strategy for garages.
29. Conduct site visits to inspect individual garages and garage sites, identifying and reporting any repairs or anti-social behaviour (e.g. fly tipping, graffiti etc.).
30. Assist in the marketing of garages and raise awareness of garage vacancies to maximise rental income.

## **General Duties**

31. Support the Housing Land Officer with inspections and provide guidance on Housing land and boundary queries.

32. Liaise with the Housing Land Officer and the GIS Officer to create and maintain plans on the GIS system.
33. Maintain accurate records and statistics relating to the work of the section. Keep concise file notes of all contact with customers and provide concise written reports and chronologies for other officers when required.
34. Attend any meetings with tenants, leaseholders or other stakeholders where required, including out of office hours.
35. 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**

Duties may include attendance at evening meetings and/or work outside normal office hours.

### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

### **NOTE**

The above job description sets out the main responsibilities of H55 – Housing Property Officer 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.