



Coventry City Council

## Job Description

<b>Job Title:</b>	Empty Dwellings Officer	<b>Job Number:</b>	
<b>Services:</b>	Regulatory Services	<b>Post Number:</b>	1024581
<b>Location:</b>	Friargate	<b>Grade:</b>	G6

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

Under the general direction of the Property Licensing and Housing Enforcement Team Manager to contribute to the development, implementation and delivery of the Council's Empty Dwellings Strategy. To bring empty dwellings into use applying both statutory means and voluntary provisions contained within the Strategy.

### Main Duties and Responsibilities:

1. To develop and implement the City Council's Empty Homes Strategy in conjunction with the Property Licensing and Housing Enforcement Team Manager and the Principal Environmental Health Officer.
2. To bring empty properties into use applying both statutory means and voluntary provisions contained within the city council's Empty Homes Strategy.
3. To act as first point of contact for all empty property enquiries – providing appropriate advice and assistance to service users, particularly in relation to future refurbishment, letting or sale of empty properties.
4. To trace and communicate with owners of private sector empty property in order to assist and facilitate a return of the property back into occupation.
5. To arrange and carry out both reactive and proactive property inspections using the Housing Health and Safety Rating System (HHSRS) in order to establish property condition by categorising risks and to take or recommend necessary and appropriate action to reduce category 1 hazards to an acceptable level. This will include the preparation of statement of reasons, schedules of work and statutory notices.
6. To carry out SAP energy rating assessments on all empty properties inspected.
7. In the course of conducting investigations of empty properties, to collate accurate records of all visits, contacts with customers, correspondence and inspections in accordance with statutory requirements, codes of practice, council policies and procedures.
8. Under the guidance of the Principal Environmental Health Officer, prepare and serve

enforcement notices under appropriate powers, including those under housing, public health, nuisance and planning powers. Carry out follow up visits to ascertain if notices have been complied with and to take consequential action for non-compliance.

9. Under the guidance of the Principal Environmental Health Officer, deliver legal enforcement activities in relation to empty properties including arranging for works in default, the making of Empty Dwelling Management Orders and Compulsory Purchase Orders, initiating enforced sale procedures and the preparation of cases for attendance at Court and the Residential Property Tribunal.
10. To maintain the accuracy of the Empty Homes database.
11. Liaise with other Council services, departments and external organisations and maintain partnerships with other agencies to implement a co-ordinated strategy.
12. To develop and implement a Private Sector Leasing Scheme for empty properties.
13. Contribute to the development and delivery of new initiatives and incentives (including any applicable programme of financial/grant assistance) to encourage and facilitate the bringing back into use of empty property and assist in the publicity of those initiatives.
14. Develop and implement clear systems and procedures regarding the Empty Homes scheme and update as necessary in response to changes in legislation, practices and related government policy.
15. To develop and deliver publicity, marketing, mail-out and media activities relating to empty homes initiatives and to develop an active marketing strategy, including ensuring accurate and up to date information is on the city council's website.
16. To produce all scheme forms and literature and to update this as and when necessary.
17. To contribute to specific projects in relation to the impact of empty properties on neighbourhoods as directed by the Property Licensing and Housing Enforcement Team Manager.
18. To keep up to date with legislation in relation to this post and develop an awareness of related housing matters.
19. To research and gain experience of other established empty homes initiatives including attending regional, national and web based forums and networks.
20. To provide regular reports to the Property Licensing and Housing Enforcement Team Manager and Principal Environmental Health Officer on progress of the schemes and initiatives including monthly performance statistics.
21. To be familiar with and adhere to the Council's departmental and service area policies, protocols and procedures applicable to this role.
22. Undertake the duties and responsibilities of the post with due regard to the City Council's Enforcement Policy, contributing to the development and implementation of Public Protection procedures and arrangements.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the

health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

<b>Responsible for:</b>		<b>Responsible to:</b>	Principal Environmental Health Officer. Property Licensing and Housing Enforcement Team Manager.
<b>Date Reviewed:</b>	June 2022	<b>Updated:</b>	June 2022



Coventry City Council

## Person Specification

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<b>Location:</b>	Friargate	<b>Grade:</b>	G6

Area	Description
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<b>Knowledge:</b>	Detailed knowledge of the issues relating to empty dwellings and techniques that can be used to bring them back into use.
	Knowledge of private sector housing and the legislation relating to private sector housing conditions including, in particular the Housing Act 2004.
	Knowledge of investigative techniques and the law of evidence.
	Knowledge of building construction and building techniques.

<b>Skills and Abilities:</b>	Able to receive and record information accurately and write reports, including prosecution reports, following complaints, investigations or projects.
	Good listening skills and able to impart information and advice to business and consumers, clearly and sensitively, both verbally and in writing.
	Investigation skills.
	Negotiation skills.
	Able to use IT systems.
	Able to apply knowledge in an operational context.
	Able to contribute to the development of services.
	Able to monitor activities and take appropriate enforcement action.
	Able to establish sound working relationships with businesses and the public.

	Able to understand and have a commitment to equal opportunities.
	Able to visit premises; inspect and audit systems and procedures
	Able to examine, test and sample items; and interpret results of analysis.
	Able to work on occasions outside normal office hours and at short notice.
	Able to work as part of a team.
	Able to have a flexible approach to work patterns and systems.
	Able to have a positive attitude towards the delivery of quality services.
	Project management skills.
	Able to carry and use equipment and protective clothing.
	Able to visit locations throughout the city.

<b>Experience:</b>	Prioritising workloads and meeting deadlines.
	Demonstrable practical experience in several areas of work within an private sector housing environment.
	Investigative work.
	Providing services and/or advice to the public and business.

<b>Educational:</b>	BTEC HNC/HND in Building Studies or equivalent and/or 5 years or more experience in a similar role
	High levels of numeracy and literacy.

<b>Special Requirements:</b>	May be required to travel in the course of your duties and should preferably be in possession of a current clean driving licence and his/her own vehicle.
	May be required to work outside normal office hours.

<b>Date Reviewed:</b>	June 2022	<b>Updated:</b>	June 2022
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