

## Job Description

**Division:** Housing, Planning and Transportation

**Post Title:** Housing Project Officer

**Evaluation:** EE744      512 Points      **Grade: N7**

**Responsible to:** Private Housing Team Manager

**Responsible for:** N/A

### Job Purpose:

Support the Private Housing Team Manager in the day to day supervision of the service, ensuring the service aims and objectives are met

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Oversee the allocation of work to the service team and provide a high level of expertise and experience to the team, giving support, advice and coaching as necessary on day to day operational matters.
2. Share responsibility for Private Rented policy development and develop and deliver action plans in line with national and local objectives which impact and influence the private rented sector and wider regeneration areas.
3. To consult with residents, private landlord and Registered Social Landlords in respect of capital and planned schemes encouraging buy in and obtaining consent for works.
4. Research and identify issues in the private rented sector, reviewing and developing interventions required to produce a sustainable housing market.
5. Deliver, co-ordinate, monitor and implement interventions across the city such as Selective Licensing, Empty Homes Reduction and the Newcastle Rent Deposit Scheme.
6. Deliver solutions to landlords on improving their housing management by providing advice on issues.
7. Liaise and work in partnership with other agencies.
8. Attend and participate in events and multiagency meetings and represent the service, ensuring delivery of agreed objectives and outcomes and that these are reflected in action plans, interventions and activities.

9. To plan, devise and deliver training programmes, consultations and special events.
10. Provide statistical, quantitative and qualitative reports as required to the manager.
10. Account for, report and monitor Private Rented Services Manager's allocated budgets in accordance with Authority's and Directorate's financial regulations.
11. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
12. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
13. To assist, so far as it is reasonable practicable that the prevention of crime and disorder (including all social and other behaviour adversely affecting the local environment) is appropriately reflected in all directorate policies, service plans and activities.