. 

**Job Description**

**Job Title:** Housing Officer (Empty Properties)

**Salary Grade:**

Grade 6

**SCP:** 22-25

**Job Family:**

**Job Profile:**

Organisational Support

(OS3)

**Directorate:** Neighbourhood Directorate

**Work Environment:** Agile

**Reports to:** ·

**Number of Reports:**

Housing Manager (Private Rented Sector)

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**Purpose:**

To return empty properties back to use using a range of different tools and incentives.

To develop partnerships with landlords and housing providers with the aim of returning empty properties back to use.

To assist with housing projects and to offer specialist housing advice within the context of the priorities set out in the Housing Strategy for Sunderland.

Main Duties and Responsibilities

* Using a range of data, to investigate the circumstances and causes of empty homes and produce findings.
* To develop and implement a range of effective methods to return empty properties back to use, based on the findings above.

To oversee and further develop the Council's financial assistance scheme in relation to empty homes.

* To support and facilitate projects and initiatives arising from the Housing Strategy for Sunderland in relation to empty homes and improving our neighbourhoods.
* To work as part of neighbourhood task forces to bring empty homes back to use in targeted areas of the City.
* To work closely with Environmental Health, Planning and Building Control colleagues to ensure that empty properties in the City are safe and secure.
* To act as a single point of contact for private landlords.
* Plan and organise own workload to meet service, team and personal targets, within prescribed timescales.
* Contribute towards the Empty Property Strategy and review and update of the Council's Housing Strategy and associated housing policies especially in relation to Chapter 2: making better use of our existing housing and improving our neighbourhoods.
* Keep up to date with changes to Government legislation, policy, regulations, housing trends and best practice in order to provide advice as required to a range of audiences. ·
* To maximise the Council's income through, for example, New Homes Bonus, Homes England programmes, S106 contributions and recycling financial assistance for further empty property and housing projects.
* Effectively respond to requests for service and housing complaints from colleagues within the Council, residents, ward members and MPs within agreed customer standards.
* Participate in Council working groups or other forums/events to provide specialist housing, empty homes advice and support the development of the housing strategy and associated policies.
* A commitment to continuous improvement.
* To promote and champion a positive organisation- wide culture that reflects the Council’s values

**Other Duties**

* Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.
* Comply with the principles and requirements of the Freedom of Information

Act 2000

* Comply with the Council's information security standards, and requirements

for the management and handling of information; Use Council information only for authorised purposes.

* Carry out duties with full regard to the Council's Equality policies, Code of

Conduct and all other Council policies.

* Comply with the Council's Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of

Council records and information; respect the privacy and personal information held by the Council.

Author

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