

# STOCKTON ON TEES BOROUGH COUNCIL

## CAREER GRADE

<b>Service Grouping</b>	<b>Finance, Development and Business Services</b>
<b>Service</b>	<b>Housing</b>
<b>Job Title</b>	<b>Private Sector Housing Accreditation Officer</b>
<b>Career Grade</b>	<b>H, I</b>

### Progression within the Career Grade

Professional vocational qualifications are indicative of the level, breadth and depth of knowledge required to fulfil the requirements of the Private Sector Housing Accreditation Officer role.

To progress within the career guide structure all the criteria must be met and there **must** be work available at the higher level. This will need to be demonstrated through a formal review of performance. This evidence will be reviewed by the Private Sector Housing Manager in the first instance and verified by the Housing Services Manager.

Possession of qualifications or time in post will not alone determine where a job holder is placed on the career grade.

When an employee believes that they meet the criteria for the next level they should raise this with their line manager in their supervision session. A formal application will be completed by the worker and will be sent to the Housing Services Manager.

<b>Grade</b>	<b>Criteria (Professional)</b>
<b>H</b>	<p><b>Entry Level</b></p> <p>A / AS levels or NVQ Level 3 or equivalent. In the absence of qualifications, applicants should have demonstrable level of knowledge gained through experience and / or training in relevant areas of work. Level of knowledge means that the post-holder is demonstrably capable of working on the project with minimal assistance and direction.</p> <p>Candidates will:</p> <ul style="list-style-type: none"><li>• Demonstrate an ability to manage the Landlord Accreditation Scheme identifying and proactively seeking out best practice and service improvement.</li><li>• Contribute to continuous development of systems of work, corporate procedures and guidance relating to private sector housing matters.</li><li>• Process applications and assess landlord suitability for Landlord Accreditation including undertake validation of documentation and certification.</li><li>• Respond independently to landlord and tenant complaints and disputes within the framework of legislation, regulations and in accordance with relevant Council policies and procedures with minimal supervision and direction.</li><li>• Organise promotion of relevant Landlord Accreditation Schemes.</li></ul>

	<ul style="list-style-type: none"> <li>• Ensure appropriate access to the Private Rented Sector is available to address housing need and prevent homelessness.</li> <li>• Assist in preparation of documentation with guidance of Private Sector Housing Officers, Private Sector Housing Team Leader and Private Sector Housing Team Manager.</li> <li>• Attend any courses or training deemed necessary for the post-holder to attain the necessary competence and knowledge.</li> <li>• Accurately collect statistical data for analysis or presentation to committees, panels or services.</li> <li>• Accompany Private Sector Housing Officers to undertake inspections and site visits.</li> <li>• Accompany Private Sector Housing Officers and represent the service at meetings, assisting in the provision of information.</li> </ul>
I	<p><b>Higher</b></p> <p>Diploma or Degree in Environmental Health, Housing, Surveying or a relevant subject. In the absence of qualifications, applicants should have substantial demonstrable level of knowledge gained through considerable relevant work experience. Level of knowledge and experience, means that the post-holder will be demonstrably capable of applying their knowledge and experience across routine case work and certain regulations and legislation with minimum direction.</p> <p>Candidates will:</p> <ul style="list-style-type: none"> <li>• Fulfil all the criteria set out in H</li> <li>• Undertake site visits and basic inspections.</li> <li>• Have the ability to inspect, identify basic defects and produce lists of required work and improvements with minimum direction and supervision</li> <li>• Be responsible for case work when investigating service requests, but require assistance and guidance in the production of statutory notices.</li> <li>• Although receiving minimal supervision and direction some responsibility and autonomy would be taken.</li> <li>• Contribute to the provision of training needs for landlords and team members</li> <li>• Be expected to represent the service at meetings and provide information and advice.</li> <li>• Manage delivery of any accreditation scheme co-ordinating a multi-disciplinary approach, working with a number of key partners internal and external to the LA.</li> <li>• Under direction and supervision the ability to contribute to investigations relating to breaches in regulations and to contribute to the preparation of prosecution case files.</li> </ul>