

Technical Officer (Private Housing Standards)				Purpose			
Reference No.	I414.01	Type	Individual	Enforcement of private housing standards and contributing to the improvement of Housing Stock in the private sector as a component of the Local Housing Strategy. Implementing Fife Council's Scheme of Assistance in a coordinated approach with relevant stakeholders. Maintaining and developing appropriate data recording and reporting systems.			
Service	Economy, Planning and Employability Services						
Job Family	Para Professional	Grade	FC7				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Visiting and inspecting housing stock for the purpose of determining if it is Substandard or fails the Repairing Standard as identified in the Housing (Scotland) Act 2006 and to determine whether or not it is suitable for use as a House in Multiple Occupation.				Previous work experience in housing inspection, building construction / maintenance		✓	
				Experience in the inspection of residential property		✓	
Enforcing Housing Standards				Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent HND (e.g. Building / Housing / Construction)		✓	
				Member of relevant bodies / organisations etc			✓
				Experience of writing reports to support legal action			✓

Role Profile

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Maintaining and developing records and reports on the number of complaints and visits recorded against the Housing Stock in the Private Sector in Fife.	Knowledge of the functions and legislation requirement relating to the various Housing Acts, which govern substandard housing issues such as Tolerable Standard, Repairing Standard (Take Ownership – See How We Work Matters Framework) Ability to work without supervision and in a disciplined manner Ability to set priorities and meet agreed deadlines Research, analytical and report writing skills Knowledge and awareness of Local Government procedures Knowledge of the Scottish Building Standards Organisational skills Corporate Awareness	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
Supporting the development, review and implementation of strategy for dealing with Housing in the Private Sector in Fife.	Ability to deal effectively with colleagues at all levels	✓	
Developing, promoting and implementing appropriate forms of assistance to enable tenants, landlords and owners to improve their houses.	Ability to work as part of a team (Work together) Negotiation skills IT skills (Embrace technology and information)	✓ ✓ ✓	

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Providing regular reports on progress, on behalf of Enterprise, Planning and Protective Services to the Fife Housing Partnership via the Private Sector Housing Improvement Group.	Written and oral communication skills	✓	
Providing advice, information and support to private landlords, tenants and any other relevant persons on Housing Standards.			
Contributing to the improvement of housing standards via arrangements in place for registering private landlords and licensing of HMO's including:- <ul style="list-style-type: none"> Investigation and determination of housing complaints within timescales. Obtaining and giving evidence. Providing relevant reports. 	Experience of dealing with sensitive issues on a private and confidential basis (Focus on customers) ✓ Experience of engaging with other Stakeholders ✓ Experience of complex areas of work (Deliver results) ✓	✓	
To attend committees, working groups, etc. as required.			
To undertake such other duties as may from time to time be required by the Service Manager	Willing to work varying hours to accommodate workload	✓	
To ensure awareness and compliance with the Health and Safety at Work Act.			
Resolve problems through critical analysis/thinking, planning and organising work, reviewing and evaluating options/progress and assessing/managing risk.	Ability to provide regular and effective service ✓ Ability to travel effectively throughout Fife to maintain service delivery ✓	✓	

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Undertaking any necessary training/development as required		✓	
Demonstrating knowledge of and remain up to date with the relevant legislation, Government Guidance, Codes of Practice etc. relating to Housing Standards, Houses in Multiple Occupation, Private Landlord's		✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results