

Housing Regulation Lead

Job Description

Post Pay Level: 7

SCP: 30 – 35

Salary: £36,298 to £41,496

A local weighting allowance of £1002 is also payable.

DBS requirement: Basic

Reports to: Housing Regulation Manager

Main purpose of Job:

To work as part of a dedicated team focussing on the inspection, regulation and statutory enforcement of housing standards specifically in relation privately rented properties and Houses in Multiple Occupation (HMO's) using the full remit of housing legislation including statutory and discretionary licensing, service of statutory notices, prosecution, works in default and Management Orders pursuant to the Housing Act 2004.

To mentor and manage officers within the team and to provide quality assurance and oversight of regulatory decisions made by supervisees, as well as critical review of enforcement notices, reports and legal case files.

Financial Responsibilities:

Using Council's financial procedures to issue civil financial penalties. Enforcement action may ultimately commit the council to undertaking expenditure in the form of work in default/ prosecution and or compulsory purchase; all of which require the application of procurement and financial procedures. Inappropriate enforcement action could be challenged in Court leading to the payment of damages.

Main Accountabilities:

- Manage a team of Housing Regulation Officers undertaking inspection, regulation and enforcement action in sometimes hostile and unwelcome environments, occasionally at anti-social hours and responsible for inspecting, regulating and then enforcing appropriate national and local standards on rented properties and against private sector landlords.
- To manage own case load, inspecting properties in response to service requests and assessing hazards using the HHSRS; and carrying out complex investigations involving the full range of investigative techniques e.g. undertaking interviews under caution in accordance with the Police and Criminal Evidence Act 1984 and associated codes of practice.
- To supervise and mentor officers with diverse backgrounds and skill sets, guiding their professional development and managing performance in accordance with the Council's corporate performance management framework.

- To coordinate the work of housing regulation team in relation to HMO and Selective licensing, developing risk-based inspection programmes and organising multi-agency operations to identify poor quality housing and unlicensed properties.
- To critically review the work of officers within the team, ensuring it is of high quality and meets the requirements of relevant legislation including Police and Criminal Evidence Act 1984 and associated codes of practice; and to prepare legal files for presentation at Court and Tribunal. Ensure that officers regulatory decisions are consistent with relevant local and national policy and guidance.
- To develop and maintain good working partnerships with other council departments and external agencies such as the Police and Fire Service in order to deliver the strategic objectives of the Council and improve the wellbeing of residents
- To represent the Council at Court and Tribunals, giving evidence in both civil and criminal proceedings and supervising and training officers in the principles of investigatory practice.
- To deputise for the housing regulation manager at corporate meetings and events and where required to attend committee meetings sometimes at anti-social hours.
- To engage with elected members, responding to Councillor and M.P. casework enquiries; and to investigate and respond to complaints about service in line with the Council's corporate complaints procedures
- To manage the health and safety of officers; carrying out risk assessments, devising safe operating procedures, and investigating accidents, incidents and near misses in accordance with the Council's Health and Safety Policies and Procedures.
- To collect, analyse and interpret data from a range of sources in order to develop a risk-based approach to the activities of the housing regulation team. To use intelligence and data to improve service delivery and ensure its activities contribute to Council's wider strategic objectives.

Person Specification: Housing Regulation Lead

Area	Description	Essential/ Desirable		Method: Application (A) Interview (I) Test (T)
Experience	Experience of working successfully in wider internal and external partnerships and collaborative ways of working to support the development or implementation of new and flexible ways of working.	E		A/I
	Proven successful experience of financial / budgetary management and / or income generation.	E		A/I
	Management experience of successfully managing teams, working in relevant professional or technical area; experienced and 'expert' in professional or technical field. Demonstrating self-development and an enthusiasm for continuous learning.	E		A/I/T
Skills and abilities	Strong level of digital literacy, including office software suites and flexible ways of working (e.g. video conferencing, remote working).	E		A/I
	Ability to interpret and analyse performance and finance information to feed into practice improvements and contribute to business planning at a strategic level.	E		A/I
	Ability to plan and organise work to produce a high level of output to quality standards, with an interest in getting involved in longer term developments of the service.	E		A/I/T
	Experience in facilitating change and transformation, developing productive and collaborative ways of working with colleagues and stakeholders, leading and motivating others to achieve continuous improvement.	E		A/I/T
	Excellent written and oral communication, negotiating and influencing skills. Strong networking and presentation skills to relate effectively to employees, managers, members, the public and	E		A/I/T

	<p>stakeholders and command their respect, trust and confidence.</p> <p>Experience leading the delivery of projects and/or programmes, demonstrating project management skills and experience.</p>	E		A/I
Knowledge and understanding	<p>Understanding of the workings of local government including knowledge of major legislative and other matters facing local government in Directorate service areas, both at present and in the future.</p>	E		A/I
	<p>Authoritative knowledge of relevant work areas, and a well-developed knowledge of working in a complex organisation with significant experience of working in a customer facing organisation.</p>	E		A/I/T
	<p>Good numeracy and budget monitoring skills to interpret and analyse performance and finance information. Demonstrates an awareness of the Values and behaviours expected from Slough Borough Council to promote a positive working environment and culture.</p>	E		A/I
	<p>Understands fairness and dignity and equality of opportunity at work and in service delivery</p>	E		A/I/T
	<p>Understanding of Health and Safety legislation and good practice and how it relates to themselves and others in the workplace.</p>	E		A/I/T
Qualifications	<p>Educated to degree level or equivalent within relevant professional or technical area with expertise and significant experience in applied business practices.</p>	E		A
	<p>Membership of a relevant professional body e.g. CIEH</p>	E		A
	<p>Demonstrable commitment to continuous professional development.</p>	E		A/I