

SOUTH DERBYSHIRE DISTRICT COUNCIL JOB DESCRIPTION

DIRECTORATE: Place and Prosperity

SERVICE: Housing

POST TITLE: Housing Adaptations Officer (Job Share)

GRADE: Scale 4

REPORTS TO: Architectural Projects Officer

RESPONSIBLE FOR: N/A

The post holder will require a DBS Disclosure

JOB SUMMARY

- Coordinate, supervise and monitor the processing of applications for disabled facilities grants / council adaptations in accordance with the council's statutory duties and agreed policies and procedures
- Provide guidance and expertise in support of achieving an efficient, effective and customer focused adaptation service.
- Provide advice and support to customers on the range of adaptation services and facilities available to meet needs.

MAIN DUTIES AND RESPONSIBILITIES:

General

1. To ensure adherence to the Council's Health & Safety Policy.
2. To attend and participate in meetings as and when required.
3. To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.
4. To comply with the Council's Employee Code of Conduct
5. The postholder will at all times respect the sensitivity and confidentiality of any information that may have access to regarding their clients / customers.

6. Liaise with other Council departments, partners and statutory and voluntary agencies.
7. To undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

Specific Duties

1. Arranging for contractor / supplier payments to be made to cover adaptation works for both private and council dwellings. This includes the raising of purchase orders etc. where required.
2. Conduct financial assessments based upon information supplied by the service user, this may include the need for home visits.
3. Compile and maintain proper manual and computerised records relating to the duties of the post.
4. Provide advice to customers, irrespective of if they are eligible for a grant, to help them understand the range of options available to meet their housing needs.
5. To provide and distribute month end service delivery figures and performance indicators as required by other internal departments.
6. To process and administer grant applications from initial request for adaptation through to final sign off and payment inclusive of all associated paperwork.
7. Prepare and coordinate tenders for works as may be required, using relevant forms of contact etc., including all aspects of contract administration, payment and supervision required by the agreed policies and procedures
8. To monitor and record customer feedback and where necessary respond as required in line with the councils agreed policies and procedures.
9. To maintain, update and monitor all data relating to current grant applications / requests for adaptation required by the process.

Date Issued: March 2026

Issued by: Architectural Projects Officer