

**SOUTH DERBYSHIRE DISTRICT COUNCIL
JOB DESCRIPTION**

DIRECTORATE: ENVIRONMENT & COMMUNITIES

SERVICE: ENVIRONMENTAL SERVICES

POST TITLE: PRIVATE SECTOR HOUSING OFFICER

GRADE: PO1

REPORTS TO: PRINCIPAL EHO (PUBLIC PROTECTION & HOUSING STANDARDS)

RESPONSIBLE FOR: n/a

JOB SUMMARY

To deliver a range of regulatory functions related to the Council's Private Sector Housing Team including private sector housing, housing health and safety, Renters Rights Act, empty homes, houses in multiple occupation, caravans and mobile homes and home energy conservation to protect and improve housing standards and public health within the District.

To investigate complaints related to housing standards and carry out inspections for risk assessment purposes under the Housing Act 2004 using the Health and Safety Rating System (HHSRS).

To act as a functional lead in private sector housing and Renters Rights Act, taking the lead for the resolution of more complex cases.

Deliver projects related to improving the private sector housing stock and addressing the health impacts of hazards associated with those tenures of housing.

MAIN DUTIES AND RESPONSIBILITIES:

General

1. To ensure adherence to the Council's Health & Safety Policy.

2. To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.
3. To comply with the Council's Employee Code of Conduct
4. To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.
5. Provide professional advice, prepare reports and attend meetings as required.
6. 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

1. Investigate complaints and inspect private sector residential premises for risk assessment purposes having regard to HHSRS (Housing Health and Safety Rating System).
2. Produce Technical Schedules of housing defects. Take enforcement action to remove any hazards identified and issue improvement notices and prohibition orders.
3. Assist with the implementation of the Private Sector Housing Policy.
4. Take a lead role in the implementation of the Renters Rights Act, ensuring properties are registered on the PSH database, prepare cases for civil penalty notices where non-compliant with legal requirements.
5. Engagement with other professionals and agencies (Planning Enforcement, Letting Agents, Fire & Rescue service) to improve housing standards in the private sector.
6. To check grant applications, counter sign and check calculations. Producing of technical schedules for works for improvement grants, carry out periodic inspections for quality assurance and assist with processing grant applications.
7. Inspect caravan and mobile home parks to ensure provisions of amenity and fire safety in accordance with license conditions/model standard under the Caravan Sites, Control and Development ACT 1960. Invoice caravan and mobile home site owners for site licensing purposes.
8. Liaise with builders, electricians, contractors etc to ensure that works required by legal notice or grant support are delivered to the necessary standard of workmanship.

9. Provide energy efficiency advice and grant information to the public. Support professional and technical staff in matters relating to energy efficiency. Provide talks, presentations and events relating to domestic energy conservation and improving housing standards. Raise the profile of energy efficiency issues and work with internal and external partners, agencies and the community.
10. Monitoring empty properties across the district taking working alongside Empty Homes Officer and taking action where necessary
11. To maintain records and data on the Council's Environmental Health computer database systems, as appropriate to the functions of the post.
12. Collate and prepare data for the completion of the statutory returns and monitoring statistics as required by the Head of Environmental Services
13. The post holder must be knowledgeable of legislation, policy, guidance, codes of practice, standards etc. relating to a range of legislative areas, keeping appraised of technical/scientific knowledge and developments necessary for fulfilling the duties of the post and providing specialist advice as required.
14. To prepare evidence and appear in court as may be required.
15. To periodically work out of normal office hours in order to discharge the functions of the Public Protection and Housing Standards function.

Date Issued: April 2026

Issued by: Assistant Director Environment and Communities