

SOUTH DERBYSHIRE DISTRICT COUNCIL JOB DESCRIPTION

DIRECTORATE: LAW AND PEOPLE

SERVICE: ENVIRONMENTAL SERVICES

POST TITLE: EMPTY HOMES OFFICER

GRADE: SO

REPORTS TO: PRINCIPAL EHO (PRIVATE SECTOR HOUSING)

RESPONSIBLE FOR: N/A

JOB SUMMARY

To take a lead role in the implementation of the Council's Empty Homes Strategy. To act as the Council's empty homes technical lead and carry out duties in relation to empty homes housing regulatory matters. Provide advice to landlords and home-owners and use the Council's powers to tackle long term empty homes to bring them back into use to alleviate housing need and their detrimental community impact.

To provide a range of interventions in private sector residential properties to address housing related hazards. To investigate complaints, carry out programmed inspections and 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:

Specific

1. To lead on the implementation of the Council's Empty Homes Strategy and return empty homes back into use.
2. To research and collate local market information relating to the empty homes within the District and prioritise, promote and implement a range of initiatives to bring empty homes back into use within the local housing market to meet known local housing need and to prevent them having an adverse impact on their local communities.

3. Undertake all duties associated with tackling empty homes in the private sector in accordance with the relevant legislation, policies and procedures.
4. To carry out investigations into empty properties and negotiate with their owners to bring them back into use.
5. To use appropriate enforcement action including enforced sales, CPO's and EDMO's to bring empty properties back into use.
6. To actively seek funding opportunities to support bringing empty properties back into use.
7. To be responsible for liaising with private landlords and property owners to improve stock in the private rented sector through property improvement, management practices and bringing empty properties back into use through legal intervention and various forms of support from other agencies.
8. Investigate complaints about empty properties and ensure compliance with housing and other relevant public health legislation.
9. Prepare inspection reports and schedules of works, advising owners, landlords, agents and contractors of work required under legislation, including Housing Act 2004 HHSRS, minimum energy performance requirements and other legal requirements. To negotiate with landlord to complete the works required and, if necessary, prepare formal notices.
10. Respond to requests for assistance regarding a range of private sector housing issues, liaise with community groups, other council departments, external organisations and stakeholders to source solutions
11. To monitor and report on empty property statistics and issues to colleagues, councillors and stakeholders. Maintain and update adequate records and statistics, monitor activity and trends as required and produce such analysis and reports as required.
12. The post holder must be knowledgeable of legislation, policy, guidance, codes of practice, standards etc. relating to a range of legislative areas, keeping apprised of technical/scientific knowledge and developments necessary for fulfilling the duties of the post and providing specialist advice as required
13. To investigate the conditions of private sector housing across the District and promote improvement in housing and health by utilising the full range of options available including, where necessary, the serving of statutory enforcement notices.
14. To prepare evidence and appear in court as may be required.
15. To competently and professionally prepare and issue statutory proceedings as designated to the post in accordance with the Council's Scheme of Delegation.
16. To periodically work out of normal office hours in order to discharge the functions of the private sector housing function.
17. To maintain records and data on the Council's Environmental Health computer database system and GIS (Geographical Information System), as appropriate to the functions of the post.

18. To provide occasional services to support the delivery of other environmental health functions involving public health interventions as directed by the Head of Environmental Services.
19. To maintain an up-to-date knowledge of appropriate legislation and technology and develop an awareness of industry standards and related matters.
20. To deliver the Council's functions in order to maintain and improve the quality of the environment within South Derbyshire.

General

Provide professional advice, prepare reports and attend meetings as required.

To identify, promote and be responsible for specific projects and initiatives as required.

Exercise stewardship of the highest order in relation to budgets and other resources in pursuance of the Council's aims and objectives and in accordance with the Council's Standing Orders and Financial Regulations, including the co-ordination, production, management and monitoring of the service's budget and performance.

To adhere to and ensure the appropriate compliance with the Council's Health and Safety Policy.

To support, promote and comply with the Corporate Equality and Fairness Scheme when undertaking the duties of this post.

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.

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.

Date Issued: SEPTEMBER 2026

Issued by: Assistant Director, Head of Environmental Services