

Job Description

POST TITLE	Landlord Licensing Officer	POST NO:	HH1176/77/78/ 79/83/84/95/96/ 97
SERVICE UNIT	Housing & Development	GRADE:	9
JOB EVALUATION	A2111	JOB FAMILY	If applicable
RESPONSIBLE TO:	Team Leader (Licensing)		
RESPONSIBLE FOR:	Administration Officer		
LOCATION		STATUS	Line Manager

Job Purpose

To implement the Council's Selective Licensing Schemes including the use of Management Orders.

Main Duties and Responsibilities:

1. To implement, develop and review the selective licensing policies and procedures.
2. To be responsible for the receiving and processing of licence and exemption applications in line with all relevant procedures and legislation, in particular to check applications against the Fit and Proper criteria, to carry out validation checks on applicants and to meet with landlords to advise and discuss licence options and conditions, where appropriate.
3. To assist in the monitoring and reviewing including budget monitoring of the Licensing project, including data analysis and writing of reports. This will include monitoring the area to ensure all private rented properties have applied for a licence.
4. To monitor the selective licensing areas to ensure the licence conditions are being met and take the necessary action where breaches are found
5. To work closely with Streetscene, Registered Providers, stakeholders, the Police and other agencies to investigate potential breaches of licence conditions and take the necessary action where breaches are found.
6. To complete full files including witness statements and exhibits for civil penalties or prosecution action. This is to include but not limited to breach of licence conditions, failure to obtain licences and breach of Electrical Safety Standards Regulations.

7. To prepare all evidence and statements for Interim management orders and final management orders.
8. Investigate complaints of Anti-Social Behaviour, following the process through, leading to completing potential Closure orders.
9. To manage the Administration Officer to develop, ensuring performance and support the individual.
10. To organise and chair the resident meetings monitoring licence conditions.
11. To organise and attend the selective licensing surgeries to monitor licence conditions.
12. Attend multi agency meetings in capacity as a representative for Selective Licencing.
13. To visit licensed properties to carry out licence condition checks and determine whether the property requires a full Housing, Health and Safety Rating System inspection.
14. To comply with all relevant legislation and Council policy including standing orders and financial policy, health and safety legislation and policy, customer care codes and equalities legislation and policy.
15. To maintain up-to-date knowledge of relevant legislation and Government advice.
16. To attend training identified as necessary to undertake current and future job requirements
17. To work actively to promote community cohesion, good race relations and equality of opportunity.
18. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.

Health & Safety

Managers are required to provide a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.



Person Specification

Post: Landlord Licensing Officer

Post No: HH1176/77/78/
79/83/84/95/96/97

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/ Presentation/Test/ Production of Certificate A/I/P/T/C
Qualifications		
1. 5 GCSEs or equivalent at grade C or above, including Maths and English	E	A/C
2. Management qualification	D	A/C
Experience		
3. Analysing, drawing conclusions from and making decisions based on large amounts of complex information.	E	A/I
4. Use of IT systems.	E	A
5. Dealing with difficult and confrontational situations.	E	A/I
6. Working with partners from different organisations to achieve common objectives.	E	A/I
7. Using your own initiative and innovation to solve problems.	E	A/I
8. Prioritising heavy workloads, working flexibly to meet tight deadlines.	E	A/I
9. Managing or supervising staff.	D	A
Skills		
10. Presenting an analysis, conclusions and recommendations in both written and verbal forms which are clear and concise.	E	A/P
11. Effective communication with people at all levels and from all backgrounds.	E	A/I
12. Effective negotiation and persuasive skills to ensure objectives are met.	E	I

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/ Presentation/Test/ Production of Certificate A/I/P/T/C
13. Skills necessary to manage staff, including the ability to motivate others to achieve goals.	E	I
14. Ability to deal effectively and professionally with confrontational situations.	E	I
Knowledge		
15. Knowledge of data protection regulations.	E	A/I
16. Understanding of Selective Licensing and housing condition standards.	E	A/I
17. Understanding of working in a local government environment.	D	A/I
18. Understanding of relevant housing legislation and good practice.	D	A/I
Other		
19. Commitment to providing a customer-focussed service.	E	A/I
20. To demonstrate a professional commitment to the promotion of community cohesion, good race relations and equality of opportunity.	E	A/I
21. Full clean driving license.	E	A/C
22. Access to own car for work purposes.	E	I
The Burnley Way		
<p>Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework</p>		

May 2024