

Housing Renewals Officer (Home Improvement) - Fixed Term Contract/Secondment for 12 months

Salary: Band 9 - £39,151 - £42,838 p.a.

37 hours per week

The Service

An exciting opportunity has arisen to join Portsmouth City Council's Private Sector Housing Team.

The Private Sector Housing Team aims to improve living conditions for people across the private sector and delivers a wide range of services including the regulation of privately rented accommodation, delivery of financial assistance to enable home owners or tenants to live in a safe home, Disabled Facilities Grants, mandatory HMO Licensing and residential Mobile Home Park Licensing, investigation of allegations of harassment and illegal evictions and Home safety and Telecare services.

The Housing Renewals team are a professional team of officers providing assistance to a variety of homeowners in Portsmouth; often elderly or vulnerable people. We provide disabled adaptations, as well as repairs and improvements of their homes to promote independent living and improve quality of life. The ethos of "Better Housing Better Health" underpins what we do. We provide a Home Improvement Agency service to advice on necessary repairs or adaptations, as well as specify the works, find suitable builders to carry out the works, and act as contact administrator while the works are on site. We also promote decent living conditions by offering grant or loan funding to finance the works.

What is the role?

You will be working proactively within the Housing Renewals team's home improvement agency service, undertaking building surveys, helping and encouraging homeowners to repair or adapt their property, specifically focusing on Disabled Facilities Grant work. You will be identifying works required, compiling a specification of works, and helping the client through the tender process. You will also be advising on the financial assistance available from the council and meeting contractors on site to ensure the satisfactory completion of work. This is an opportunity to work in a friendly, diverse team, making a positive and appreciable difference to the lives of the residents of Portsmouth, making it a satisfying and rewarding role.

Who is the person?

You need to:

1. Have a construction/ surveying related degree or equivalent.

2. Hold a full driving license, as driving is an essential part of the role.
3. Have excellent people skills with the ability to talk to an array of people including vulnerable clients, contractors, and other property professionals. You must have a sympathetic, friendly and empathetic manner to be able to understand the situations of our customers.
4. Have a sound knowledge of surveying residential property and be able to undertake a full property inspection is essential. Knowledge and experience of the Housing Health and Safety Rating system (HHSRS) is desirable.
5. Knowledge & experience of applying for Planning permission and Building Regulations approval is desirable.
6. Be able to identify and provide advice on necessary property repairs and produce schedules of works with clear instructions on what works should be carried out.
7. Have experience of project managing building works or of Contract Administration.
8. Have knowledge of relevant legislation such as the Housing Acts, Public Health Acts, Party Wall Etc. Act, Building Regulations and Energy Surveys.
9. Have knowledge of Housing Grants, specifically Disabled Facilities Grants, although this is not essential.
10. Have a good working knowledge of Microsoft Packages (to include Word, Outlook, Excel) and databases (we will be using IDOX Uniform). Experience of using basic CAD programmes is also preferable.
11. Be highly self-motivated and able to organise and prioritise your own workload.
12. Be able to physically inspect buildings and lofts and be comfortable working at heights.
13. Have good literacy and numeracy skills.
14. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post

When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. This is really important or you are likely not to be shortlisted.

If you are applying as a secondment you must have permission from your line manager - please clearly state in your application that you have this.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.