

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Job Title: Technical Officer (Housing Grants)

Post No: 10001269

Service Unit: Housing & Environment

Grade: 5-7

Reports to: Housing Manager

1. JOB PURPOSE

To work within the Housing Grants Team within the Housing and Environmental Health service to undertake property and approved assessor inspections, process DFG, Council Adaptation & other financial assistance applications, undertake enforcement of regulations relevant to housing & environmental and matters as directed by Council Policy, service work programme, procedures, practice and protocol.

2. JOB ACTIVITIES

Assisting in planning and delivering Disabled Facilities Grants (DFG), Council Adaptations and other financial assistance schemes.

Dealing with grant and adaptation requests, inspections and actions as required.

To provide technical support within the Housing and Environmental Health department as directed and in accordance with department and personal performance standards and targets.

Scheduling and auditing of DFG & other financial assistance applications including the pricing of works and means testing applicants in accordance with relevant legislation.

To carry out assessments of any Tendring residents in any tenure for minor works, equipment and simple adaptations directly under the approved assessor scheme alongside Essex County Council.

Interpreting legislation and guidance and giving advice on or enforcing relevant legislation with reference to a supervising officer on difficult, unusual or contentious decisions.

Organising and instructing at training courses (including presentations to organisations). Take a lead role in education and awareness campaigns along with the promotion of topical initiatives.

The control, enforcement and issue of various notices & licences within specified service areas.

Assisting in the preparation of legal cases and attendance at Court, or Industrial or Residential Property Tribunals.

Assisting in dealing with environmental health aspects of Planning/Building Regulations applications including commenting on applications in a professional manner with reference to a supervising officer on difficult, unusual or contentious cases.

Administration, including letter and report writing and keeping comprehensive electronic records.

Attendance at appropriate meetings as required.

Any other duties as may be required.

3. CORPORATE RESPONSIBILITIES

To contribute to best practice across the department reflecting the values of the Council.

To contribute to excellent performance on areas within the post holders responsibility.

To adhere to Council policies, procedures and schemes.

The post holder must seek assistance in understanding the department aims and objectives and how to relate their work to the Council's overall corporate strategy and priorities.

4. SPECIAL CONDITIONS

You may be required to attend evening meetings, to work all reasonable hours to ensure deadlines are met and attend out of hours emergencies from time to time.

You must keep up to date with and implement any changes in so far as they apply to you role either internally or externally.

You will be required to be able to drive and have access to a car for work purposes.

This job description is a guide to the duties the post holder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: Technical Officer

Post No: 10001269

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

PROFESSIONAL & TECHNICAL DEVELOPMENT

- Relevant academic qualification in Housing, Surveying or Env. Health or suitable experience in a local authority.
- Demonstrable literacy and numeracy skills
- ICT proficient
- Eligible to work in the UK

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

2.1 Working with People

- a. Demonstrates an interest in and understanding of others
- b. Adapts to the team and builds team spirit
- c. Recognises and rewards the contribution of others
- d. Listens, consults others and communicates proactively
- e. Supports and cares for others
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses

3.2 Persuading and Influencing

- a. Makes a strong personal impression on others
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating
- c. Promotes ideas on behalf of self and or others
- d. Makes effective use of (internal) political processes to influence and persuade others

3.3 Presenting and Communicating Information

- a. Speaks clearly and fluently
- b. Expresses opinions, information and key points of an argument clearly;
- c. Makes presentations and undertakes public speaking with skill and confidence;
- d. Responds quickly to the needs of an audience and to their reactions and feedback;
- e. Projects credibility.

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly
- b. Writes convincingly in a engaging and expressive manner
- c. Avoids the unnecessary use of jargon or complicated language;

- d. Writes in a well-structured and logical way;
- e. Structures information to meet the needs and understanding of the intended audience.

4.2 Applying Expertise and Technology

- a. Applies specialist and detailed technical expertise;
- b. Develops job knowledge and expertise (theoretical and practical) through continual professional development
- c. Shares expertise and knowledge with others
- d. Uses technology to achieve work objectives;
- e. Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- f. Demonstrates an understanding of different organisational departments and functions.

5.1 Learning and Researching

- a. Rapidly learns new tasks and quickly commits information to memory
- b. Gathers comprehensive information to support decision making
- c. Demonstrates an immediate understanding of newly presented information
- d. Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
- e. Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation)

Applicants should note that the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.

Applicants should also take note of the requirements of the Career Grade for this post. The Career Grade details additional requirements that will be used to determine the pay rate on appointment and in the management of performance and pay progression after appointment.