

JOB DESCRIPTION

Directorate:	Chief Executive's Department
Division:	Public Protection
Post No & Job Title:	H45 - Housing Grants Officer
Grade:	Grade 9
Responsible to:	H132 – Senior Private Sector Housing Officer
Responsible for:	No responsibility for employees
Main purpose of the job:	To ensure effective and efficient delivery of Disabled Facilities Grants and any other financial assistance offered by the Council in respect of the private sector housing function.

Main Duties and Responsibilities:

1. Carry out full housing inspections of dwellings to ascertain eligibility for loans and grants offered for the time being in accordance with legislation and Council policy.
2. Properly interpret and apply current property assessment methods, including the Housing Health and Safety Rating System (HHSRS) and current energy assessment methods when assessing property conditions
3. Determine the suitability of a property for relevant adaptations and other works, and where schemes specified by Occupational Therapists or others are deemed unsuitable, suggest alternative schemes.
4. Carry out tests of resources (means tests) in order to calculate grant/loan assistance contributions, assessing personal financial information provided by applicants and taking all reasonable steps to ensure that potential fraud is eliminated.
5. Prepare detailed schedules of works as appropriate for the purposes of providing grants and other forms of assistance and action to improve property conditions.
6. Ensure the appropriate allocation of funds by assessing the individual items listed in the quotes provided with the intention of meeting value for money in accordance with budgetary requirements. Including assessing if discretionary funding is required in addition to the mandatory grant and ensuring the funding is apportioned to the most appropriate discretionary grant as detailed in the Disabled Facilities Grant policy

7. Process and check grant/loan applications in respect of disabled adaptations and other forms of financial assistance to ensure they are full and complete and recommend applications for approval.
8. Project manage grants in co-ordination with relevant health and social care professionals, grant applicants, contractors, architects, landlords (including social housing providers) and charities. Ensuring grants or loans are processed in a timely manner, the client's needs have been met and the works correspond to the schedule.
9. Work closely with the Grants Caseworker to ensure an efficient and effective service is provided to the applicant.
10. Monitor grant and loan works in progress to ensure compliance with the approved schedule of works and resolve any complaints accordingly.
11. Take payments from grant applicants in cases where a "client contribution" is required.
12. Exercise judgement on the most appropriate course of action in the event of defects manifested following commencement of works.
13. Inspect completed works, agree unforeseen works/extra works, preparing a defect list if necessary, check all documents.
14. Prepare final accounts including re-calculation of final costs distributed across mandatory and discretionary grant elements, including any fees as appropriate and issue authorisation of interim/final payments.
15. Give advice and information on the full range of grants and loans offered by the Council.
16. Produce detailed notes, calculations, plans, and digital images of properties inspected, and keep appropriate records.
17. Attend external and internal meetings as necessary, and deputise for the Senior Private Sector Housing Officer when required.
18. Keep updated on construction, health and safety, and other relevant legislation, including Construction Design and Management Regulations.
19. Use diagnostic and other equipment on site as necessary, including protimeters, digital cameras, etc.
20. Assist in promotional campaigns and at special events, such as landlords' forums.

21. Guide and train students, administrative staff, and other colleagues as necessary.

22. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

The post holder may occasionally be required to undertake work activities out of normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of the Grants Officer (Private Sector Housing) post but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.