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| **Landlord Accreditation Officer**  **SALARY GRADE: HBC7** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme. * Essential Monthly Car User Allowance   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| As Landlord Accreditation Officer you will lead in delivering a Landlord Accreditation Scheme (LAS) to promote and support Halton’s private rented sector.  More specific responsibilities include:   * Manage and develop the Council’s Landlord Accreditation Scheme (LAS), including property inspections, landlord assessments, and budget oversight. Identify incentives to encourage landlord participation in the scheme, assessing the associated legal and financial impacts for the Council. * Establish partnerships with relevant agencies to develop support mechanisms for vulnerable tenants, aiming to prevent early tenancy breakdowns. Serve as the primary point of contact for landlords, providing guidance on Council services and directing them to relevant support from other agencies. * Prepare and deliver reports to key stakeholders, including the Landlord Forum, Halton Housing Partnership, Specialist Strategic Partnership, and the Senior Management Team. Establish connections with similar schemes in neighbouring local authorities and assess the feasibility of participating in a Merseyside-wide initiative. * Develop a promotional strategy to maintain engagement with the LAS, including creating press releases and newsletters for landlords, and coordinating relevant training events. Take responsibility for the ongoing development and day-to-day operation of the Bond Guarantee Scheme (BGS), including budget management. * Establish and maintain partnerships with agencies and stakeholders to support the effective delivery of the Council’s objectives. Work with private landlords to facilitate housing for homeless applicants, those in housing need, and tenants receiving housing benefit. Act as the main contact for BGS-related issues, liaising with the Housing Benefit team and other relevant agencies. * Collaborate with colleagues in Housing Solutions to provide a consistent and responsive housing advice service. Stay informed on legislative changes and developments in housing advice, including Housing Benefit and the Local Authority’s Homeless Service. * Ensure compliance with client confidentiality and consent, particularly regarding vulnerable individuals. Manage and prioritise your caseload, evaluating each case, making informed decisions, meeting deadlines, and referring to relevant services and agencies as necessary. * Maintain an electronic record of LAS members and BGS clients, and oversee a system for monitoring and reporting on respective budgets. Complete necessary training to ensure the efficient performance of duties. Perform other duties as assigned, in line with the job grade. | |
| About You | |
| For this role you will have a Degree or relevant professional qualification, or an ability to demonstrate a wide-ranging knowledge of private sector landlord issues through several years employment in a relevant field.  In addition you will have:   * Experience of project management and undertaking research. * Experience of dealing with the public in a professional, diplomatic and sympathetic manner. * An awareness of current private rented sector issues including homelessness and welfare reform. * Ability to work flexibly as part of a team to achieve shared goals. * Strong communication and presentation skills. * Competence in using Microsoft Office. * Car User, must possess current driving licence. * Ability to work evenings to attend meetings.   As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.  The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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