



HILLINGDON

LONDON

Job Profile

JOB TITLE:	Triage & Applications Officer Private Sector Housing
GRADE:	SCALE 6
POST NO:	29335
JOB TIER:	5 non management
DBS CHECK:	Standard
GROUP:	Homes & Communities
SERVICE:	Public Protection & Enforcement

REPORTING STRUCTURE

Reports to:	Private Sector Housing Service Manager
Direct Reports:	None
Indirect Reports:	None

ROLE PURPOSE:

Delivery of technical support to Public Protection, Community Safety and Enforcement Services, to ensure the services meet performance standards and targets.

Undertake a range of basic desk top based duties in respect of Private Sector Housing applications and complaints, providing a high-quality customer focused service to residents and elected members.

Actively support the day-to-day delivery of Public Protection, Community Safety and Enforcement Services to local communities and businesses, with a focus on promotion of service objectives.

Core duties comprise advising service users on Private Sector Housing processes, triaging of complaints and service requests and processing of applications.

Job Description

1. People Management

- No direct supervisory responsibility..

2. Customer Care

- Demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council's vision of 'putting our residents first'.
- Respond to customer queries and escalate issues and messages to the technical managers and professional workers
- Commitment to the highest level of service delivery
- Learn from best practice and lead by example in the development of a customer focused team empowered to continually improve levels of service delivery through innovative and creative approaches to service improvement.

2. Operational Service Delivery

- Analyse, interpret and efficiently deal with service specific enquiries made through all channels. Provide clear, timely and joined-up advice and guidance to local communities, businesses, colleagues, and partners across all core areas designated to the post, to ensure that regulatory requirements, including local policy and procedure, are satisfied. Ensure timely and effective monitoring, assessment, and progression of day-to-day service specific issues and complaints which may, in appropriate cases, require compliance advice, evidence gathering and referral
- Comply with Data Protection/ GDPR principles and follow service, corporate and legal guidelines regarding the confidentiality of sensitive or personal data and information. Collate and provide timely and relevant data in respect of any Freedom of Information, press or other enquiries.
- Collate, compile, and maintain accurate up to date records and registers utilising appropriate computer and other filing systems, to ensure efficiencies and continuity for colleagues.
- Assist with the development and maintenance of the Councils' case management software, web pages, registers, guidance, and self-service functionality.

- Undertake project support tasks (including web and ICT), committee and hearing support, working groups and meetings, customer support tasks and development of policy and procedures as required.
- Participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. Participate in training, exercises, response, recovery, or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when required support will be immediately given to the emergency planning or response activity.
- Process HMO applications and assist with the preparation of legal notices and licences.
- Maintain registers and update website information
- Maintain an understanding of the operational workflow processes, identify any potential issues and contribute to improving any workflow processes
- Responsible for delivering routine, and emergency tasks to ensure consistency in maintaining service delivery.
- Support internal budget commitment authorisation processes to ensure effective delivery of supplier services.
- Deliver technical support to service officers and managers to assist with delivering enhanced services to residents, including any service-specific requirements.
- Support the full range of investigation and enforcement measures as required, including drafting of notices and licences.
- Keep accurate case records in the approved format.
- Ensure concise, accurate, effective, and appropriate communication with residents, elected members, council staff and partner agencies, providing regular and frequent updates on progress and outcomes in all areas in keeping with this role.
- Support management with data analysis of service requests to create targeted intelligence to map volumes and types of Private Sector Housing issues across the Borough.
- Support management by updating and improving information and performance data shared in the public domain.
- Ensure familiarity with and competence in all corporate procedures.

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

5. Financial & Resource Management

- Demonstrate cost-consciousness and identify any cost-effective changes to own way of working.
- Ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the council's financial systems.
- Ensure compliance with Financial Regulations with respect to budget commitments and payments (including any petty cash, voucher, or pre-paid card system)

6. Continuous Improvement

- Identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.
- Support the delivery of continuous monitoring of team and individual performance and own productivity against set standards and targets
- Responsible for own personal development, and to take part in training as and when identified or requested

7. Contacts

Internal: All council departments relevant to the business of the service; senior managers, elected members as appropriate.

External: Partner organisations, such as Environment Agency, police, fire, health, social landlords, voluntary sector groups, contractors

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as required by management.

9. KEY PERFORMANCE INDICATORS

- Delivery of agreed targets within PADA
- Delivery against any agreed service levels

- Delivery against performance, productivity and quality targets.

Person Specification

Technical Support Officer

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE
	✓	✓
A-Level standard of education or equivalent	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
	✓	✓
Prepared to work flexibly to meet the needs of the	✓	
Maintain confidentiality at all times.	✓	
3. EXPERIENCE	ESSENTIAL	DESIRABLE
	✓	✓
Experience of prioritising high volumes of work effectively accurately, and to deal with routine matters on own initiative within deadlines	✓	
Experience of developing and maintaining good working with clients, senior colleagues and Members of the Council.	✓	
Experience of dealing sensitively with members of the public in variety of situations	✓	
Experience in managing high volumes of work effectively accurately, and to deal with routine matters on own initiative within deadlines.	✓	
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
	✓	✓
Excellent ICT skills with the ability to effectively use service software and the Council's finance systems	✓	
Ability to learn complex and specialised administrative tasks in a short space of time to meet changing service requirements including changes to legislation that would impact on the service	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
"Can do" positive attitude		
Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Adapts to changing demands to ensure that objectives are met,	✓	
overcoming problems and making well considered decisions. Acts as a role model to others in the team, sharing knowledge and	✓	
experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	
Demonstrates well developed written and verbal communication	✓	
skills; and the confidence to present reports and verbal	✓	
accounts	✓	
Develops contacts and relationships with customer/ client groups,	✓	
regularly reviewing service delivery and taking responsibility to	✓	

Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to	✓	
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