



## Job Profile and Working for Stockport

### Our Council

Join us at Stockport Council – MJ Local Authority of the Year 2025

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





## Ambitious Stockport, creating opportunities *for everyone*

### About the Job

<b>Role:</b>	Housing Standards Enforcement Officer (Trainee)
<b>Service Area:</b>	Thriving Neighbourhoods
<b>Directorate:</b>	Services to Place
<b>Salary Grade:</b>	Scale 3 (Year 1 & 2)

### Main Purpose of the Job

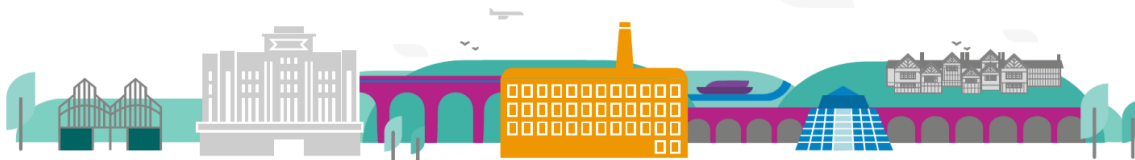
To learn the role of a housing enforcement officer and develop appropriate skills by undertaking and successfully completing the Regulatory Compliance Officer apprenticeship, and then complete the Level 5 Diploma in the private rented sector.

To make a positive difference to the lives of residents by ensuring their homes are safe and decent.

To support enforcement officers to tackle poor housing conditions by assisting enforcement and advisory activities.

### Key Responsibilities

- To undertake and successfully complete all required training, including the Level 4 Regulatory Compliance Officer apprenticeship standard within an agreed period of time.
- To learn the technical knowledge and skills required to ensure housing standards comply with relevant minimum standards and take appropriate enforcement action.
- To assist and support others to take appropriate formal and informal enforcement action and give advice.
- To assist and support others to conduct inspections and assessments and take appropriate follow-up action to secure improved housing standards.
- To maintain accurate records
- To build an understanding of relevant policies and best practice
- To build productive professional relationships and be a team player
- To complete assigned tasks to deadlines set by supervisor
- To attend relevant meetings
- To learn and develop communication skills to enable appropriate and effective communication with a range of audiences, including learning to be assertive in a way that is appropriate, fair and proportionate
- To provide support and undertake such additional duties as required



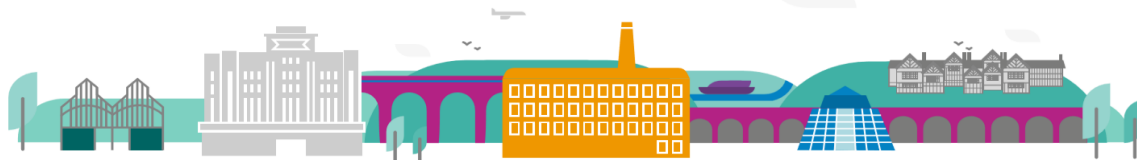
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- To take a full and active role in the implementation of own training and personal development.
- To contribute to and demonstrate a commitment to relevant council policies and initiatives

### **Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.



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### About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
  - Keeping the people of **Stockport** at the heart of what we do
  - Succeeding as a **team**, collaborating with colleagues and partners
  - Driving things forward with **ambition**, creativity and confidence
  - Showing value and **respect** to our colleagues, partners and customers.
- Five GCSE passes, including English and Maths (or equivalent).
- Awareness of councils' responsibility for enforcement against landlords who break the law.
- Awareness of the impact that bad housing can have on people's lives and health.
- Good verbal and written communication skills including the ability to communicate with people in different circumstances
- Good literacy, numeracy and digital skills.
- Able to travel to and access all areas of the local authority area in a timely manner. This will include visiting a range of buildings and properties such as accessing loft spaces and uneven ground
- Able to work independently and in a team.
- Able to manage own workload.
- Experience of working with members of the public.
- Experience of resilience in tough situations.
- Self-motivated to study, develop career and achieve.
- Interested in helping people by improving the standard of housing