



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

Role:	Housing Standards Enforcement Officer (Trainee)
Service Area:	Thriving Neighbourhoods
Directorate:	Services to Place
Salary Grade:	Scale 4 (Year 3)

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 tackle poor housing conditions by undertaking a wide range of enforcement and advisory activities, such as inspections, assessments and investigations.

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.

- To undertake and successfully complete all required training, including the Level 4 Regulatory Compliance Officer apprenticeship standard and a Level 5 Diploma in the private rented sector within an agreed period of time.
- Following supervision and training, appropriately apply technical knowledge and experience of housing standards to real world situations with a view to ensuring compliance with relevant minimum standards.
- Following supervision and training, to assist with and take appropriate formal and informal enforcement action, and give advice, to achieve good housing outcomes, in line with relevant council policies and procedures.
- Following supervision and training, to assist and participate in inspections and assessments, including collating and acquiring relevant evidence, conducting interviews, issuing warnings and notices, to facilitate the fair and proportionate use of enforcement powers and, where necessary, to secure positive outcomes from all subsequent legal proceedings.



Ambitious Stockport, creating opportunities *for everyone*

- Following supervision and training, to assist and conduct basic investigations and to assist in the preparation and collation of detailed case and prosecution files and where appropriate attend Court, Tribunals and Public Inquiries and present necessary evidence. Where appropriate give support to witnesses/victims.
- To maintain accurate records, including of all relevant investigations, inspections and meetings, and prepare briefings.
- To build an understanding of relevant policies and ensure all duties are undertaken in full accordance with them, ensuring that all relevant financial and statutory matters are dealt with promptly.
- To develop an understanding of relevant emerging trends or patterns which may affect the service or need to be addressed at a policy or strategic level, and to escalate them
- To learn, develop and maintain knowledge and expertise of relevant and current legislation relating to private sector housing including any changes, best practise and consultations.
- To work closely with partners to solve problems, including other departments, bodies and agencies, and the voluntary and community sector; giving advice and assistance and developing the ability to provide technical support to internal and external colleagues.
- To manage own allocated workload effectively including, where appropriate, working outside normal hours.
- To attend relevant meetings with other council services, or outside bodies as required, to promote service objectives.
- To develop communication skills to enable appropriate and effective communication with all stakeholders to ensure their understanding, engagement and involvement with relevant work programmes and projects including providing technical information relating to the apprentice officer's area of work that is accessible and understandable.
- To provide support and undertake such additional duties that may arise appropriate to the delivery of the service and as are reasonably commensurate with the level of the post.
- 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
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people



Ambitious Stockport, creating opportunities *for everyone*

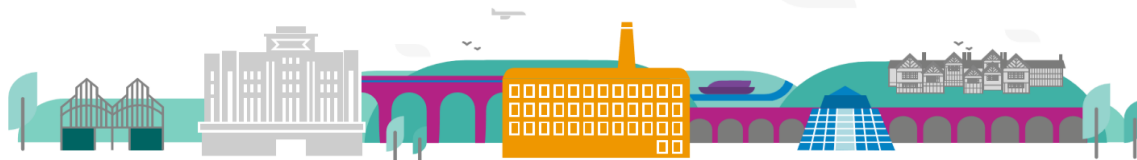
on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.

- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

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.



Ambitious Stockport, creating opportunities *for everyone*

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).
- Understanding that councils are responsible 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 appropriately with people who are distressed or under stress.
- Able to have difficult conversations and be assertive in a way that is appropriate, fair and proportionate.
- Able to gather and analyse information and evidence from a wide range of sources and keep accurate records.
- 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 inspecting 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.