

Job Profile

Job Title: Private Sector Housing Trainee

Job Grade: Level 3 Zone 1

Salary Range: £33,789 - £38,465

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. **As a Private Sector Housing Trainee you will have the opportunity to complete the new Advanced Professional Certificate in the Private Rented Sector Qualification at the University of Middlesex whilst working and gaining experience in Camden's expanding private sector housing service.**

With over 30% of households in Camden's private rented sector, it's the Private Sector Housing Service's responsibility to improve this important sector. The Camden Plan has committed to make homes in Camden safe, well-managed and well-maintained and taking an active role in shaping a private rented sector that works.

About the role

You will be looking to raise your academic and professional standing within private sector housing improvement. The post supports candidates being sponsored to complete Middlesex University's Private Rented Sector Qualification by providing workplace experience. Sitting in the Private Sector Housing Service, within the Supporting Communities Directorate, you will receive an opportunity to apply, consolidate and develop skills and knowledge from the University to the placement and future employment.

Trainee's will work alongside experienced Environmental Health Officers whose primary role is to improve standards within the private rented sector within Camden, whether this be through the investigation of complaints or through our Houses in Multiple Occupation licensing schemes. The position will enable you to develop knowledge, skills and apply the full range of enforcement tools to tackle sub-standard private rented accommodation within the Borough, from HMO Licensing, improvement notices to Final Management Orders and Banning Orders.

About you

You will need to meet the entry requirements of the PRS Qualification at the University of Middlesex

- Evidence that have capacity to work at level 4+ for example: 5 GCSEs (Grade C or above) or 5 GCEs (Grade C or above) including: English Language, Mathematics,

PLUS one of the following:

- Minimum of 5 years' experience in a relevant local authority service. Mature Students will be interviewed by the team to discuss suitability for study at level 4
OR
- Two A-Levels with a minimum of 112 UCAS Tariff points (can be flexible if applicant over 21) with least one A level in a science or technology subject drawn from Chemistry, Biology, Human Biology, Physics, Geography, Geology, Environmental Science, Nutrition, Food Science or similar
OR
- A BTEC National Diploma or Certificate in an appropriate area (e.g. Housing, surveying, regulatory practice) normally with a minimum of 3 merits
OR
- Applicants who have successfully completed a relevant ACCESS course with an overall merit
OR
- Applicants who have successfully completed an appropriate Advanced GNVQ with at least 3 level III passes at merit standard.
OR
- Applicants who have successfully passed an appropriate HE Foundation programme.

You will be expected to:

- Demonstrate a basic understanding of Local Authorities and specifically Environmental Health Officers roles in improving standards within the private rented sector.
- Contribute towards the key objectives of the service by:
 - Develop ability to undertake HMO licensing inspections, including identification of defects, poor management practices.
 - Demonstrate good customer care and communication skills in explaining complex and technical issues accurately, clearly and concisely both orally and in writing when dealing with all service users.
 - Develop a good understanding of relevant legislation utilised to tackle poor property and management standards within the private rented sector.
- Ability to take an organised approach to own workload whilst dealing with conflicting priorities and ensuring a customer service focused approach.
- Experience of working collaboratively with internal and external partners to identify innovative and creative approaches to complaints and Camden objectives.
- Demonstrate your involvement in organising, coordinating and participating on projects as part of a team, and identify how this has led to a successful outcome.
- Knowledge of and ability to manage sensitive intelligence and information securely.
- Understand importance of accurate data entry in relation to updating management information systems and the consequential impact on business intelligence for the service.
- Demonstrate an awareness of politically sensitive issues.

Work Environment:

Mixture of office-based work and inspections of homes within the borough. Although mainly office-based, the role will involve lone working in a diverse range of environments, many potentially hazardous or sensitive in nature. Being in an enforcement role can result in confrontational situations. A thorough understanding and adherence to the Council's Health and Safety policy and guidance is imperative. You will know how to handle a wide range of situations and be prepared to receive advice and training to enhance your skills.

People Management Responsibilities:

None

Relationships:

This role will be expected to build and sustain effective partnership relationships with customers, colleagues and a range of stakeholders (internal and external to the Council) acting as a point of expertise, which support the delivery of outcomes and meet the services priorities. Key contacts are likely to include:

- Landlords, tenants and owners in private housing
- Cabinet members and ward councillors
- Directorates and services across the Council
- Government departments and other local authorities, especially MHCLG and the Greater London Authority
- Local and national businesses / business representatives
- Police

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG