

# Appendix A

## LCR MAA Housing and Spatial Planning Board

### Report on Private Rented Sector in the Liverpool City Region

September 2009

## Costs Associated with LCR Landlord Accreditation Co-ordinator

The following outline costs have been identified to provide some tentative costs associated with recruiting a LCR Landlord Accreditation Co-ordinator for a two year fixed term contract to allow Board Members to make a more considered decision about approving this appointment.

The H & SP Co-ordinating Group recommend that this post sits within Newheartlands to enhance and support work already underway as part of the recently established LCR Private Rented Sector Working Group. Newheartlands have agreed in principle to manage this post if funding is made available and will absorb all office overheads associated with this post as their contribution to the project.

The two year timescale will allow for a common accreditation scheme to be developed in association with the 6 LCR authorities, carry out consultation with stakeholders, commission training, organise events and forums and be responsible for publicity and marketing including the launch of the scheme within the two year period. Staff in LA's which don't currently operate a scheme will be given additional support to enable them to deliver the scheme at a local level. (NB Authorities relying on increased flexibilities in the use of Capital resources to be able to establish local schemes or sustain schemes beyond HMRI).

Salary Costs	£35,079
With on costs @ 25.8% (Wirral calc)	£44,129
Office Accommodation (NH agreed to accommodate this post)	-
IT	£2,000
Marketing	£10,000
Forums, Launch, PR Material	£10,000
Training	£5,000
Travel	£4,000
<b>Total Costs</b>	<b>£75,129</b>

## JOB DESCRIPTION

[newheartlands logo]

DESIGNATION OF POST	<b>LCR LANDLORD ACCREDITATION SCHEME COORDINATOR</b>	GRADE scp42 PO10 (Wirral) P04 (Liverpool)	POST NO
RESPONSIBLE TO	? NEWHEARTLANDS TO CONFIRM		
IMMEDIATE SUBORDINATES	? NEWHEARTLANDS TO CONFIRM		
<p>Description of Duties</p> <ol style="list-style-type: none"> <li>1. To be responsible for co-ordinating the development of a common landlord accreditation scheme across all six LCR authorities including the alignment of codes of standards, negotiation of common benefits and incentives and agreement of how the scheme should be implemented.</li> <li>2. To be responsible for devising and delivering a co-ordinated marketing and publicity plan for the scheme to raise the profile of the scheme locally, regionally and nationally.</li> <li>3. To liaise with a range of agencies including ANUK, GONW, 4NW, national landlords associations, RSLs,, Merseyside Police, Merseyside Fire &amp; Rescue Service and all other relevant bodies</li> <li>4. To set up performance management system, identify indicators, agree targets and milestones and submit quarterly monitoring reports to the Housing &amp; Spatial Planning Board to demonstrate the impact of the scheme in each LA area.</li> <li>5. To produce additional reports to the Housing &amp; Spatial Planning Board, Newheartlands Board and other bodies and give presentations about the scheme at events and forums as required.</li> <li>6. To contribute towards all relevant LCR programmes initiatives and projects including Newheartlands Housing Market Renewal Initiative and the proposed LCR Choice Based Lettings Scheme.</li> <li>7. To contribute to LCR Housing Strategy updates and any strategic documents, research projects and reports relating to the private rented sector as required.</li> <li>8. To organise forums, commission and deliver training events and seminars and other events for landlords, stakeholders and professionals working in the private rented sector.</li> <li>9. To co-ordinate data collection and intelligence to better understand the private rented sector in Merseyside in partnership with the Liverpool City Region</li> </ol>			

Private Rented Sector Working Group and contribute to GIS mapping exercises as required.

10. Research into best practice relating to landlord engagement and accreditation and ensure LCR accreditation scheme has strong links with homelessness strategies, empty property strategies, regeneration initiatives and City Region Development Programme priorities.
11. Investigate how the LCR LAS could support landlord / tenant relations by investigating the benefits of implementing a good tenant scheme, tenant referencing, support with tenant issues such as ASB, bond schemes and other initiatives.
12. Undertake an Equality Impact Assessment to ensure that the scheme does not have an adverse impact on any equalities group
13. Carry out all other duties as required by your line manager

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## Employee Specification Form

Post Number	
Job Title	LCR LANDLORD ACCREDITATION CO-ORDINATOR
Department	REGENERATION
Prepared by and date	ESF September 2009

**Important - Study "Explanatory Notes" printed overleaf before completing form**

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Environmental Health Qualification</li> <li>Housing, Building or Regeneration Qualification</li> <li>Supervisory Qualification</li> </ul>	App App App
<b>Experience</b> <ul style="list-style-type: none"> <li>Working in the field of assessing and improving housing standards</li> <li>Contributing towards strategies and policies relating to housing standards</li> <li>Managing housing and regeneration projects</li> <li>Working in multi-agency groups and partnerships</li> <li>Experience of contributing to sub-regional / regional initiatives and projects.</li> <li>Handling complaints effectively</li> </ul>	App App App App App App	<ul style="list-style-type: none"> <li>Previous experience of managing or supervising staff</li> <li>Developing initiatives to improve housing standards</li> <li>Specialist experience in a project area of housing standards such as Landlord Accreditation, HMOs, empty homes</li> <li>Multi-agency working across public, private and voluntary sector</li> <li>Application of HHSRS and delivering enforcement</li> <li>Managing complex caseloads</li> </ul>	App/Int App/Int  App/Int App/Int App/Int App/Int
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Knowledge of housing standards legislation and initiatives</li> <li>Knowledge of financial assistance products to improve housing standards</li> <li>Willingness to learn new areas of work relating to housing standards</li> <li>Knowledge of the contribution which housing standards makes to wider regeneration</li> <li>Excellent communication and interpersonal skills</li> <li>Excellent negotiation skills</li> </ul>	App App App App App	<ul style="list-style-type: none"> <li>Ability to produce performance management information</li> <li>Ability to produce financial and written reports</li> <li>Awareness of equality and diversity</li> <li>Ability to represent the City Region at sub-regional and national events</li> </ul>	App/Int App/Int App/Int App/Int App/Int
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>Willingness to work occasionally outside of normal office hours</li> <li>Ability to travel to attend meetings within and outside the city region</li> </ul>	App/Int App/Int

# Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

## Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

*Any candidate who does not meet the essential requirements must be rejected.*

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

## Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? Eg live-in requirements, flexible working hours, weekend working.

## Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc