

# Post Specification

## Post Specification - Key Information

- **Post Title: Housing Officer – Income Recovery**
- **Date: December 2025**
- **Post Group Number: 8927**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS9**
- **Final Grade: Grade 10**

To be read in conjunction with the job family role profile.

## Service Area Description

The Housing Landlord Service plays a key role in the Council's housing management and strategic housing function. As a social housing landlord, there is a need for the Council to meet its statutory and regulatory responsibilities. The service covers the following key areas: housing strategy, housing allocation, tenancy management including enforcement, tenant engagement and the careful management of housing stock and tenancies to ensure regulatory standards and legislation are complied with.

The Council's Housing Landlord Service sits within the Thriving Communities Directorate, specifically the Housing division.

The Income Recovery Team play a crucial role in recovering arrears, often acting as the first point of contact for tenants facing financial difficulties. The teams' responsibilities include preventing arrears escalation, providing advice, negotiating payment arrangements, and initiating legal action when necessary, including preparing and presenting cases at court in order to recover possession where the above fail. They also work with other internal and external agencies to ensure sustainable resolutions and prevent the recurrence of arrears.

## Purpose of this Post

- To deliver a comprehensive customer-centred service to tenants to maximise rental income and minimise arrears.
- To provide advice to Housing tenants to assist in the prevention of housing related debt and to promote tenancy sustainment and tenant wellbeing, by being proactive in addressing debt and reactive to queries from customers to achieve a resolution.
- Liaise with internal colleagues, and external services to deliver solutions and remove barriers for the tenant to ensure resolutions are sustainable and to prevent the reoccurrence and escalation of arrears.
- To represent the Council in taking the necessary legal action to recover possession where this is necessary. This includes preparing cases and completing the relevant paperwork for court in line with policy and the relevant protocols.
- Present rent arrears cases at court, representing the Council to seek the appropriate outcome to recover arrears and mitigate financial risk.

## Key Job Specific Accountabilities

- To deliver a comprehensive income and debt management service in accordance with the Council's policy and procedure and legislation to maximise rental income and minimise arrears.
- Proactively identify and prioritise those tenancies most at risk of failing through arrears; including interviews and home visits to engage with tenants, adopting an empathetic and

sensitive approach to maximise engagement, whilst also having confidence to have difficult conversations with tenants.

- To ensure tenants comply with the conditions of their tenancy and where breaches occur take appropriate action. This will include serving legal notices and making applications to court for possession.
- To prepare cases to be heard at court, collating the necessary information and evidence to present to the judge and representing the Council at court hearings, seeking the appropriate outcome.
- To attend evictions with the assistance of a court appointed Bailiff and any other relevant services in pursuance of regaining possession where court orders are breached.
- To ensure that accurate and up to date records of income recovery activity are maintained including the comprehensive use of the housing management system to assist with this.
- To use the housing management system to prioritise rent accounts that require action, taking the appropriate steps suggested and as defined by policy, to ensure accounts are monitored closely and early prevention is at the forefront.
- To provide accurate and timely information to the Service Manager on income and recovery actions.

*Please note: Annual targets will be discussed during the appraisal process.*

## Key Facts and Figures of the Post

- **Budget Responsibilities** none
- **Staff Management Responsibilities:** none
- **Other:** To gather and present evidence of enforcement action taken for court possession hearings, representing the Council to achieve the appropriate outcome before a Judge. Attend evictions with the assistance of a court appointed Bailiff as required in the pursuit of possession. To serve legal notices and other related paperwork in pursuit of possession and in line with the pre-action protocol.

## Essential Criteria

### **Qualifications:**

- Minimum of 4 GCSEs to include English and Maths or equivalent demonstrable experience

### **Knowledge and experience:**

- Knowledge of social housing and the wider dependencies that can impact on tenants and the sustainability of tenancies would be desirable
- Experience of working within a role that involves income recovery or transactional analysis
- Experience of working with vulnerable people with complex needs

### **Expertise:**

- Excellent communicator on all levels with a strong ability to listen and build effective and meaningful relationships, including developing partnerships with external agencies
- Organised and can work to deadlines, prioritising workload to ensure these are met and work is completed effectively
- Ability to demonstrate understanding and empathy when dealing with customers
- Ability to make decisions, using appropriate judgement and in doing so consider the wider implications
- Ability to work well as part of a team and foster good working relationships both within and between teams

- Positive attitude to work with a 'can do' approach and ability to deal with conflicting demands and problem solving
- Possess excellent IT skills including the use of Microsoft Office and Outlook or equivalent products
- Be non-judgemental and approachable with a customer-focused approach.

### Disclosure and Barring Service (DBS) Checks

- This post does require a DBS check. The level of check required is a Standard DBS.

### Job Working Circumstances

- **Emotional Demands:** Occasionally the role may involve significant emotional demand when taking legal action against tenants to recover rent arrears or seek possession for rent arrears. The associated contact with tenants in doing so can happen multiple times for each case over a period of time. It is likely that the postholder will be regularly exposed to some level of emotional demand due to the complexity and vulnerabilities of some of the tenants they will be working with.
- **Physical Demands:** minimal
- **Working Conditions:** There may be some exposure to adverse people behaviour, which could be considerable in certain situations when challenging tenants about their rent arrears or behaviour and actions. This is more likely when attending court hearings and evictions.

### Other Factors:

- Must have a full driving licence and access to a car to and the ability to travel throughout Westmorland and Furness.
- This role is office based at the relevant anchor building during the service's operational hours.