

Role Profile

This section provides key information relating to the role

Job Title:	Environmental Health Officer – Private Sector Housing		
Post No:	RP0154	Grade:	K
Team:	Public Health & Protection	Location:	Campus East
Responsible to:	Private Sector Housing Team Leader		
Responsible for:	N/A		

Overall job purpose:

This is a frontline role, your role is to discharge the Council's responsibilities under private sector housing legislation, codes of practice and guidance through the inspection of premises, interpretation of compliance with legal requirements.

Conduct investigations of incidents, persons, premises or activities as required for the specific service area.

To respond to all requests for service in an efficient and effective manner carrying out the appropriate actions in line with the Private Sector Housing service plan and statutory, legal requirements.

You will need to provide an excellent service to landlords, owners, occupiers and tenants in all tenures, using a range of intervention strategies, including enforcement, education and advice.

To inspect properties in poor, overcrowded and unsanitary conditions in various locations and to work proactively, often alone and without supervision.

To work both as part of a team and independently as necessary to take formal enforcement action as necessary, seeing cases through from start to completion.

To support the work of the team by carrying out peer reviews, leading on complex investigations and developing specialist areas of knowledge.

To work in partnership with other teams within the Council and outside agencies to deliver the best outcomes within the legislation and means available to the service.

Key areas of focus:

1.	Deliver a range of reactive and proactive environmental health interventions, including inspections, sampling and formal enforcement action as necessary and proportionate in accordance with the Council's documented procedures.
2.	Manage a varied workload, investigating complaints in relation to housing conditions in the private sector, survey and assess housing conditions and

	<p>instigate enforcement action when necessary, according to legislation, statutory guidance and the Private Sector Housing Enforcement Policy.</p> <p>To implement the requirements of the Housing Act 2004 in respect of the Mandatory Licensing Scheme within the Borough. To maintain the Register of Licensed HMOs available for public access & to maintain records of all licenced HMOs and appropriate casework within our current IT system.</p>
3.	Undertaking Housing Health and Safety Rating System (HHSRS) inspections, make judgements to assess the severity of hazards, and prepare, serve, and enforce legal notices, cautions, civil and financial penalties and prosecutions, attending court and tribunals to provide evidence if required. Peer review colleagues' notices.
4.	Lead on the delivery of complex, high risk investigations determining the most appropriate course of action to ensure public health and in accordance with the corporate enforcement policy.
5.	Provide assistance and support to all colleagues and cover in their absence as required. Deputise for the Team Leader if requested to do so by the Regulatory Services Manager.
6.	The post holder is expected to liaise often with legal professionals, and similar stakeholders, to make decisions and lead on their cases using their discretion in pressured environments e.g. Courts and Tribunals.
7.	<p>To ensure that enforcement issues are progressed even-handedly, fairly and transparently and that compliance with the Regulators Code principles and the Business Units enforcement policy is monitored and adhered to.</p> <p>To be responsible for and have the discretion to initiate investigations to detect and rectify serious breaches of a wide range of legislation.</p> <p>To interview witnesses, take statements, collect, prepare and collate evidence correctly, thoroughly, professionally and in accordance with Police and Criminal Evidence Act 1984 (PACE) and departmental procedures to prepare prosecution reports and to act as a witness in Court on behalf of the Council.</p>
8.	Organise and deliver training courses and be involved in the delivery of health promotion activities, events and similar.
9.	Deliver interventions outside of office hours as necessary to meet the needs of the service.
10.	<p>Monitor the work of any contracted services as allocated (e.g. pest control service; drainage contractors) and be responsible for personally developing a scheme of monitoring and reporting to the Team Leader as required.</p> <p>Managing building works and contracts required to carry out works in default, including preparing specifications, obtaining estimates or tenders, supervising and approving building works, making payment and recharging costs.</p>

11.	To use their housing and council operational policy knowledge to assist in the implementation of operational policies, guidance and initiatives with related departments in the creation of these policies.
12.	Provide expert advice and information on all areas of private sector housing ensuring that information provided to stakeholders and customers is current including relevant pages of the Council's website and other social media channels.
13.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
14.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
15.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
BSc/MSc Degree in Environmental Health approved by the Chartered Institute of Environmental Health; or CIEH/IEHO Diploma in Environmental Health.	x		AP/IN
Full Registration with the Environmental Health Officer Registration Board (EHORB)		x	AP
CIEH Approved Certificate in Understanding and Applying the HHSRS (2-day Course) or equivalent.	x		AP/IN
Evidenced relevant 20 hours CPD showing how knowledge and skills have been kept up to date.	x		AP
Experience of dealing with difficult people and resolving conflict.	x		AP/AS/IN
Knowledge of the respective roles, responsibilities and interfaces with multi-agency partners which help deliver the wider public health and protection agendas.	x		AP/AS/IN
Knowledge			
Proven ability and willingness to manage a reactive and proactive workload effectively, with a thorough	x		AP/AS/IN

understanding of legal processes governing enforcement work. A good level of understanding and experience of construction technology, surveying techniques and extensive investigations on a variety of dwellings, including complex HMOs. Preparing schedules of work and applying and using risk assessment.	x		AP/AS/IN
Proven project management skills to include organisation, problem solving, negotiation and leadership.	x		AP/AS/IN
Experience of private sector housing and/or property licensing work including demonstrable experience of having taken enforcement cases in difficult or high-risk situations. Using a broad range of enforcement options under the Housing Act 2004, Housing and Planning Act 2016, Public Health Acts, Statutory Nuisance legislation, Public Health Acts and other principal acts and statutory guidance.	x		AP/AS/IN
Skills and abilities			
Good level of competency to prepare and serve legal notices, legal agreements, prepare legal briefs, instruct counsel and pursue resultant legal action including giving evidence in court or tribunal, for prosecutions/hearings. To organise works in default and/or seek financial recovery.	x		AP/AS/IN
Proven ability to use initiative and make legal and risk based decisions in a high-pressured environment sometimes without immediate access to support with awareness of potential outcomes.	x		AP/AS/IN
The ability to communicate effectively (both verbally and in writing) with all sections of the external agencies, public, peers and business community	x		AP/AS/IN
Evidenced skills as a positive team player, to include the ability to motivate and support team members, provide clear direction with agreed decisions and being accountable.	x		AP/AS/IN
Other attributes			
Full driving licence valid for the UK and access to a vehicle. Willingness to occasionally drive Council	x		AP

vehicles such as vans. Independent travel to residents and businesses as necessary and required.			
Effective and professional interpersonal skills with excellent communication ability with regards to service users, other officers and external partners, especially whilst engaging them in difficult or contradictory circumstances and /or poor, overcrowded environments.	x		AP/AS/IN
Able to work outside of office hours as required by the role, as part of a team, and to meet the needs of the service.	x		AP/IN
Maintain a professional appearance and represent the Council professionally in timekeeping, and both verbal and non-verbal communication skills.	x		IN

Assessment Criteria:(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.