## Job description

### Structure information

Job title: Environmental Health Officer

Reports to job title: Senior Environmental Health Officer

Directorate: Housing, Care and Wellbeing

Division: Housing Strategy and Supply

Section: Private Sector Housing

Job identification number (JIN): 2196

### Job purpose

To undertake a range of Environmental Health duties (specialising as directed) within Private Sector Housing to bring about improvements to housing conditions and to secure a healthy and safe environment. This is achieved through advice, investigation of complaints, education, and enforcement of statutory provisions.

### Principal accountabilities

1. To undertake investigations, inspections, monitoring, and appraisals of premises, in response to requests for assistance and applications for the Licensing of Houses in Multiple Occupation, determine the most satisfactory course of action to be taken in a case, initiate effective and efficient action using appropriate legislation where necessary to resolve the issue.
2. To improve the conditions of premises by undertaking proactive surveys and inspections. This includes taking appropriate legal action, carrying out risk assessments and carrying out other assessments and reports.
3. To be responsible for drafting and serving statutory notices as necessary, served under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976, allowing local government to gather information regarding property ownership as a prerequisite to taking further enforcement action and to draft and serve other legal notices under other relevant legislation.
4. To arrange, supervise, certify completion, and recommend payment for works in default in accordance with the council’s selective tendering procedures.
5. To participate in student and other training as required. To sign and certify student Environmental Health Officer’s training logbooks, or equivalent, as part of the degree course practical training requirements.
6. To prepare cases for prosecution or the issue of a civil penalty. To take statements and as necessary to prepare affidavit evidence in appeal cases. To carry out interviews of witnesses and suspects in accordance with legal procedures. To act as an expert witness or to give evidence with respect to legislation relevant to the case at magistrates’ court, Crown Court, tribunals, High Court, or Public Enquiries as required.
7. To undertake project work e.g. landlord accreditation scheme, temporary accommodation standards, energy performance certificates, empty properties
8. To keep full and accurate records of work undertaken both manually and with the use of IT systems. To operate all administrative practices and procedures as prescribed by Council Standing Orders. To ensure that the necessary information is recorded so that accurate statistics can be obtained for the necessary statutory and internal returns.
9. To maintain an up-to-date knowledge of relevant legal and technical matters. Those who are members of the Chartered Institute of Environmental Health are required to maintain an adequate level of Continuing Professional Development. To provide expert advice information and opinion as needed.
10. To represent the department at meetings with internal and external partners as required. To network with other agencies, departments, or bodies as necessary to ensure that appropriate information is exchanged and to ensure the provision of a quality service to users.
11. To deputise for the Senior Environmental Health Officer (SEHO) when required, including managing the team, delegating work, and attending meetings and contribute to the development and improvement of policies, systems and procedures as required.
12. To carry out assessments for other council departments and outside agencies when required, for example immigration inspections for the Home Office and assessments for the housing allocations department.
13. To participate in training and job development programmes. To assist in the preparation or delivery of training programmes and provide advice, technical guidance and support to other team members as required.
14. To examine and comment upon applications for Building Regulations Approval, Planning Permission and Listed Building Consent with regard to Housing Legislation.

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

### Structure information

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Directorate: Housing, Care and Wellbeing

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Section: Private Sector Housing

Job identification number (JIN): 2196

### Essential criteria

#### Job-related education, qualifications, and knowledge

* Environmental Health Officers are required to have a BSc degree, MSc degree, diploma or current equivalent in Environmental Health. These courses contain a significant amount of certified practical work-based training which need not have been carried out fully by appointment, but we would expect a commitment to complete this.
* A professional commitment to study for Registration with EHORB or any current equivalent, as well as membership of the CIEH.
* Continuing Professional Development post qualification every year, in line with requirements specified by the Chartered Institute of Environmental Health.
* Competency training in the Housing Health and Safety Rating System
* Knowledge of current Housing Act and related legislation, including, Housing and Planning Act, Environmental Protection Act, Building Act, Public Health Acts, Prevention of Damage by Pest Acts and related circulars, codes, and guidance etc.
* Knowledge of legal processes and evidential requirements of the civil and criminal courts and ability to conduct and report on formal interviews within this context, including knowledge of the Police and Criminal Evidence Act, Crown Prosecution Service guidance and related matters.
* Knowledge of technical matters including, a good working knowledge of building design, construction, services and techniques, drainage, pest control, health and safety issues, relevant standards, codes of practice etc.
* Sufficient working knowledge of other Environmental Health Legislation and procedures, Building Regulation, Planning, Listed Buildings, and other procedures to facilitate meaningful and efficient co-operation and co-ordination with Environmental Health, Building Control, Planning, Conservation and Design, other relevant departments within the council and other agencies including, the Fire Authority, the Health and Safety Executive and statutory undertakers.

#### Experience

* Experience of assessing risks and needs and judging the condition of properties using the Housing Health and Safety Rating System. Assessing issues that may be prejudicial to health, statutory nuisances etc. and of deciding the most satisfactory course of action.
* Experience of considering and analysing information from expert reports, including those on fire precautions, electrical, gas and water services and structural stability and condition.
* Experience of assessing the merits of cases and exercising judgement as to whether it is in the public interest to institute legal proceedings.
* Experience of inspecting and reporting in relevant situations including residential premises and their environment and of making practical and logical assessments to find the most reasonable and cost-effective way of dealing with the problems identified.
* Experience and range of knowledge to weigh the facts and implications of individual cases and to consider the full range of possible courses of action.

#### Skills and abilities

* Ability to communicate in a diverse and inclusive manner with a wider range of stakeholders and develop a network of contacts.
* Ability to communicate complex and technical information effectively at all levels and in a range of reports and statutory notices.
* Ability to organise, promote and educate within the field of private sector housing.
* Ability to work as part of a multidisciplinary team committed to tackling private sector housing problems.
* Ability to deal with confrontational situations.

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* Physically capable of visiting and inspecting residential premises.