## Job description

Job title: Technical 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): 2237

### Job purpose

To work as part of a team tackling poor housing conditions in the private sector. To provide a proactive and reactive service to users, providers, and owners of residential accommodation in the private sector. To provide a specialist or technical resource to the department.

### Principal accountabilities

1. To reactively inspect and appraise residential premises at the request of tenants, landlords, owners, managing agents land in response to any HMO and Selective Licensing Scheme applications as directed by the Senior Environmental Health Officer. Inspections will often involve dealing with complaints and general enquiries.
2. To undertake proactive surveys of Houses in Multiple Occupation as directed by the Senior Environmental Health Officer (SEHO) having regard to relevant legislation and standards.
3. Following inspections and surveys, draw up schedules of required work and any necessary associated plans, preparing and sending requirements letters, drafting statutory Notices for authorisation, and providing reports and statements to initiate and support works in default and legal proceedings. To take part in legal proceedings as directed by the SEHO and Private Sector Manager, giving evidence as required in the Magistrates’ Court, Crown Court, or First Tier Tribunal.
4. To manage a case load and other works as directed by the SEHO. To undertake programmed revisits to monitor work progress keeping tenants, solicitors, architects, and other interested parties informed and to initiate follow up action including works in default and prosecution. To arrange, supervise and certify completion of works in default in accordance with council procedures.
5. To keep full and accurate records of works undertaken and operate all administration practices and procedures as prescribed by the department in Council Standing Orders.
6. To provide information support and technical advice to users and providers of private sector housing on requirements, rights, and responsibilities in respect of the appropriate Housing Act and associated legislation. To liaise as appropriate with other teams and departments to support a corporate council service and to minimise the risk of homelessness and to help vulnerable people.
7. To examine and comment on applications for Building Regulations, Planning and Listed Building Consents in consultation with the SEHO to support compliance with Housing Act standards and an effective corporate approach with other departments.
8. To undertake specific projects and represent the department at meetings/presentations at all levels internally and externally to ensure the provision of a quality service to customers.

### 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

Job title: Technical Officer

Reports to job title: Senior Environmental Health Officer

Directorate: Housing, Care and Wellbeing

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Section: Private Sector Housing

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### Essential criteria

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

* Suitable qualification relevant to the post e.g. HNC or higher in building studies or related discipline or equivalent knowledge and experience, plus practical experience relevant to the post.
* Specialist knowledge of technical matters in one or more of the following: building design, construction, fire safety, drainage, health and safety issues, codes of practice.
* Knowledge of the private housing sector and issues encountered in the local environment.
* Competency training in the Housing Health and Safety Rating System.

#### Experience

* Experience of carrying out inspections, assessing and reporting on conditions in residential properties.
* Proven experience of negotiation and mediation involving individuals and contractors.

#### Skills and abilities

* Able to communicate in a diverse and inclusive manner with a range of stakeholders.
* Diagnostic skills including the ability to analyse and evaluate plans and expert reports.
* Assertive skills and able to manage complex/difficult situations.
* Good IT skills and able to use the full Microsoft Office package.

#### 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 properties.