

## **JOB DESCRIPTION**

**JOB TITLE:** Environmental Health Officer      **JOB NO:** PH0138BV

**GRADE:** GR5 *\*(consultation grade - subject to formal evaluation under the Pay Equity Review)*

**DIVISION:** Regulation and Enforcement

**NO OF POSTS:** 2

**SECTION:** Private Rented Services

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

### **1.0 JOB PURPOSE**

1.1 Based within the Private Sector Housing service, the post holder will be responsible for the enforcement of housing standards within both single and multiply occupied private sector dwellings.

1.2 To provide housing advice to both landlords and tenants and to investigate cases of illegal eviction and harassment.

1.3 To take both informal and formal action in respect of private sector empty properties with a view to bringing them back to use

1.4 To undertake the full range of enforcement, advising and grant aided activities of an Environmental Health Officer relating to Housing

1.5 To work as part of a team carrying out a full duties relating to enforcement of housing legislation where appropriate

## **2.0 DUTIES AND RESPONSIBILITIES**

2.1 The identification and scoring of hazards under the Housing health and Safety Rating system (HHSRS) plus the assessment and taking of the most appropriate course of action to remedy or reduce hazards in line with government guidance and city council policy

**2.2 The mandatory licensing of higher risk houses in multiple occupancy (HMO's) city wide plus additional and selective licensing in designated areas**

2.3 The assessment of adequate fire protection, amenity and provision and overcrowding **standards in HMO's plus the application of the management of houses in multiple occupations (England) Regulation 2006**

2.4 To investigate complaints or visit dwellings and take appropriate action in relation to statutory nuisances, public health, drainage, accumulations, filthy and verminous conditions, premises open to trespass, infestations by rodents, insects or other pest problems identified, caravan site licensing or other environmental health issues

2.5 Inspection under food safety legislation in hostels and bed and breakfast type establishments where meals are provided for residents

2.6 The identification of statutory nuisance under the Environmental Health Protection Act 1990 including the role of expert witness in cases of litigate against the city council

2.7 To make house inspections, carry out assessments under HHSRS methodology and determine the most satisfactory course of action as laid down in Part 1 of the Housing Act 2004

2.8 To prepare and take evidence for legal proceedings with respect to non-compliance with enforcement notices and statutory nuisance in city owned properties, including court appearances where necessary

2.9 To deal with correspondence and prepare reports for management, committee and seminars, presentations and representation of the division, department and authority.

2.10 To build and maintain effective communication and participation links with local members, residents and other agencies, which may involve the occasional evening meeting

2.11 To assist in the promotion of Environmental Health and health education, including injury prevention, home safety, or other health initiatives as and when required in line with corporate and community objectives. To attend the Landlord Forum as required and prepare and present information to the group.

2.12 To keep abreast of all current legislation and technical information relating to Housing and related issues. To comply with the principles of Continuing Professional Development

2.13 To work in compliance with the Criminal Prosecutions and Investigations Act and the Police and Criminal Evidence Act etc. and to carry out interviews and prepare evidence and prosecution reports ensuring they meet service procedures and are evidentially sufficient

2.14 To take reasonable care of own and others safety; to co-operate with managers/supervisors in complying with statutory health & safety duties; to report incidents, accidents, faults etc.

**OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**3.0 SUPERVISION RECEIVED**

3.1 SUPERVISING OFFICER JOB TITLE: Senior Service Manager

JOB NO:

**3.2 LEVEL OF SUPERVISION**

Regularly supervised with work checked by supervisor.

Left to work within established guidelines subject to scrutiny by supervisor.

Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

| POST TITLE | GRADE | NO OF POSTS | LEVEL OF SUPERVISION* |
|------------|-------|-------------|-----------------------|
| None       |       |             |                       |

\*Use 1,2 or 3 as in 3.2

**5.0 SPECIAL CONDITIONS**

|              |              |                   |
|--------------|--------------|-------------------|
| <b>Date:</b> | <b>Name:</b> | <b>Signature:</b> |
|--------------|--------------|-------------------|



**Person Specification**

**Post:** Environmental Health Officer      **Grade:** 5 *\*(consultation grade - subject to formal evaluation under the Pay Equity Review)*

**Division:** Regulation and Environment      **Section:** Private Rented Services

**Directorate:** City Operations

**Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.**

| <b>CRITERIA</b>   | <b>ESSENTIAL</b>   | <b>M.O.A.</b> |
|---|--|---------------|
| <b>Education/Qualifications</b><br>NB: Full regard must be paid to overseas qualifications. | Diploma or Degree in Environmental Health recognised by the CIEH   | AF            |
|   | Registered with the Environmental Health Officers Registration Board   | AF            |
|   | Housing Health and Safety Rating System and associated enforcement training  | AF            |
| <b>Experience</b><br>(Relevant work and other experience)                                   | Practical experience in the enforcement of Environmental Health legislation including general housing, public health and houses in multiple occupation | AF/I          |
|   | Practical experience in the application and use of the Housing Health & Safety Rating System.  | AF/I          |
|   | Experience in developing partnership working with customers/clients and other agencies   | AF/I          |

|  |  |   |
|--|--|---|
|  | An appreciation of wider housing issues  | AF/I  |
| <b>Skills &amp; Ability</b><br>e.g. written communication skills, dealing with the public etc. | Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016)<br><br>Demonstrate excellent communication skills (oral and written) at all levels including colleagues, outside agencies, other customers/clients<br><br>Ability to set priorities and manage the progress of your work and competing demands<br><br>Demonstrate excellent enforcement skills to achieve compliance with legislation.<br><br>Possess good IT skills including the use of MS based windows based software packages. | I/P<br><br>I/P<br><br>AF/I<br><br>I<br><br>AF |
| <b>Training</b>  |  |   |

|              |  |    |
|--------------|--|----|
| <b>Other</b> | Demonstrate commitment to Customer Care  |    |
|              | Ability to work as part of a team  |    |
|              | Ability to work on your own and without supervision  |    |
|              | Demonstrate commitment to improvement and development of your own performance                    |    |
|              | Good general mobility, confident manner, articulate and persuasive                               |    |
|              | Able to work outside normal office hours   | AF |
|              | Holder of a full, current, UK driving licence.   | AF |
|              | Able to undertake site visits throughout the City  |    |
|              | Able to undertake visits in inclement weather and unpleasant working conditions.                 |    |
|              | Able to achieve results through negotiation  |    |
|              | Mature attitude and persona; able to deal with enforcement of legislation with firmness and tact |    |
|              | Willingness to assist colleagues when necessary  |    |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

|                |       |            |
|----------------|-------|------------|
| Date:          | Name: | Signature: |
| Date reviewed: | Name: | Signature: |