

Job Description

Environmental Health Technical Officer (Private Sector Housing)

Final

Date: October 2018

POST:	Environmental Health Technical Officer (Private Sector Housing)
SERVICE:	Regulatory Services
SECTION:	Environmental Health
BAND:	6 SP 24-28
REPORTS TO:	Environmental Health Manager
RESPONSIBLE FOR:	N/A
TYPE:	1) Hot desking or Agile/Mobile Working

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

To provide an efficient, and responsive service and support the Environmental Health Manager and team colleagues in achieving the statutory duties and objectives set out within the Private Sector Housing Strategy. The post holder will provide technical, investigative, data analysis and business support in the following areas of private sector housing work:

- Delivery of mandatory HMO licensing
- Delivery of private sector housing enforcement, including in relation to harassment and illegal eviction
- Empty Homes – bringing empty homes back into use
- Caravan Site licensing and enforcement

GENERAL INFORMATION

The range of duties outlined below will form the major day to day responsibilities of this post. All Officers within the department are expected to be able to exercise a degree of flexibility in the work they undertake, to support the work of the department as a whole. The Officer will be expected to manage and prioritise a caseload which is likely to include an allocated intervention programme.

DUTIES

1. To ensure that the provisions of relevant Acts, Regulations, byelaws, codes of practice, etc. relating to the functions falling within the remit of the private sector housing team, within agreed authority levels and that enforcement action is carried out in accordance with Council policies, departmental procedures and relevant public enforcement statements.

2. To ensure the achievement of allocated service plan objectives/targets in adherence to national and local protocols.
3. To respond to enquiries and investigate complaints and incidents in accordance with standard methods, with a view to achieving resolution through the use of suitable formal and informal remedies, including provision of informal advice and mediation, service of statutory notices, legal proceedings, use of warrants, etc.
4. To carry out site visits, surveys, inspections, interventions as appropriate.
5. To provide advice to local businesses, commerce, consumers and residents on complying with relevant legislation and technical matters.
7. To prepare statutory notices in accordance with delegated powers having regard to national protocols and relevant public enforcement documents and arrange appropriate service of such notices.
8. To compile reports, statements, schedules, etc for consideration of prosecutions, simple cautions in accordance with established procedures, in some cases leading to the presentation of evidence in court or other hearings.
9. To attend Public Enquiries, Committee hearings, courts of law and tribunals and deliver evidence on behalf of the Council as required.
10. To undertake work in default to ensure compliance with the authority's statutory obligations and councils adopted enforcement policy.
11. To ensure the maintenance of all electronic and paper record keeping systems in an accurate, timely and orderly fashion to support the Environmental Health function and demonstrate delivery against relevant performance targets.
12. The investigation, analysis of data, completion of visits, inspections as directed in relation to empty homes under the Housing Acts, preparing and submitting reports to the Environmental Health Manager on the levels of long term empty homes in the borough. In consultation with the Environmental Health Manager, to devise and implement an agreed plan to reduce the number of long term empty homes.
13. Carry out research and undertake project work as necessary to ensure that information is available on which decisions affecting the Team's activities can be made, including where this will deliver service improvement.
14. The completion of visits, inspections as directed in relation to empty homes under the Housing Acts, preparing and submitting reports to the Environmental Health Manager on the levels of long term empty homes in the borough.

15. To assist in the training and development of student Environmental Health Officers and Technical staff.
16. To attend meetings internally and with external bodies as required in order to represent the interests of the Council and Environmental Health Services, and participate in working parties or working groups as directed. As required, give presentations to individuals both inside and outside the organisation.
17. To take or collect samples and specimens for investigations and analysis.
18. To transport, install and use technical equipment where appropriate and participate in sampling programmes.
19. To keep up to date with technical, legal and procedural developments that may impact on the role.
20. To promote landlord accreditation and other measures to encourage responsible letting within the private rented sector across the borough, including working collaboratively across services to deliver maximum benefit for local residents.
21. To participate in training identified to assist with personal development needs.
22. To ensure familiarity with and adherence to all relevant Council policies.
23. To participate in working out of normal office hours as required in order to meet service demands.
24. To provide educational and promotional material and give talks and lectures on the work of the service as required.
25. To participate in joint initiatives (both proactive and reactive) across council services and with other agencies as directed.
26. Undertake all duties within the framework of Equal Opportunities.
27. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
28. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

PERSON SPECIFICATION

Position Title:	Environmental Health Technical Officer (Private Sector Housing)	Date Prepared:	October 2018
Department:	Environmental Health	Band:	6 SP 24-28

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Active involvement in the environmental health/protection field for at least 2 years	✓		AF/I
1.2	Working knowledge of relevant legislation, and associated codes of practice/guidance associated with the role	✓		AF/I
1.3	Working knowledge of HMO licensing enforcement	✓		AF/I
1.4	Working knowledge of deficiencies and hazards in housing including evidence of relevant training in relation to the Housing Health and Safety Rating System (HHSRS) competency	✓		AF/I
2.	COMPETENCIES			
	DECIDING AND INITIATING ACTION			
1.1	<ul style="list-style-type: none"> a) Makes prompt, clear decisions which may involve tough choices or considered risks b) Takes responsibility for actions, projects and people c) Takes initiative, acts with confidence and works under own direction d) Initiates and generates activity 	✓		AF/I/T
	RELATING AND NETWORKING			
3.1	<ul style="list-style-type: none"> a) Establishes good relationships with customers and staff b) Builds wide and effective networks of contacts inside and outside the organisation c) Relates well to people at all levels d) Manages conflict e) Use humour appropriately to enhance relationships with others 	✓		AF/I/T
	PERSUADING AND INFLUENCING			
3.2	<ul style="list-style-type: none"> a) Makes a strong personal impression on others 	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> b) Gains clear agreement and commitment from others by persuading, convincing and negotiating c) Promotes ideas on behalf of self or others d) Makes effective use of political processes to influence and persuade others 			
4.1	<p>WRITING AND REPORTING</p> <ul style="list-style-type: none"> a) Writes clearly, succinctly and correctly b) Writes convincingly in an engaging and expressive manner c) Avoids the unnecessary use of jargon or complicated language d) Writes in a well structured and logical way e) Structures information to meet the needs and understanding of the intended audience 	✓		AF/I
4.2	<p>APPLYING EXPERTISE AND TECHNOLOGY</p> <ul style="list-style-type: none"> a) Applies specialist and detailed technical expertise b) Develops job knowledge and expertise through continual professional development c) Shares expertise and knowledge with others d) Uses technology to achieve work objectives e) Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity f) Demonstrates an understanding of different organisational departments and functions 	✓		AF/I
3.	EDUCATION AND TRAINING			
3.1	Relevant degree, specialist housing qualification or Environmental Health B Tec		✓	AF/I
3.2	Able to demonstrate successful career in private sector housing related fields, including investigative, evidence gathering and data analysis skills	✓		AF/I
3.3	Full driving licence is essential (adaptations will be taken into account if required under the Disability Discrimination Act 1995)	✓		AF/I