JOB DESCRIPTION and PERSON SPECIFICATION

This document is intended to cover the range of principal duties and areas of work relating to the post. It is the intention to ensure that you are aware of the actual and the potential range, level of duties, responsibilities and areas of operation which may be required. In addition, you may be required to perform other relevant activities commensurate with the grading of this post.

# **Post title and number:** Environmental Health Officer (Private Sector Housing) (05040)

# **Service:** Environmental Health

**Team:** Private Sector Housing

**Grade:** 5

**Responsible to:** Principal Environmental Health Officer (Private Sector Housing)

**Responsible for:** No supervisory responsibility

**Our guiding principles and values**

Our guiding principles and values underpin everything we do. They set out how we will go about our day to day work. We will:

* promote equal access and inclusivity
* consult and engage with our communities
* promote the health and well-being of our residents and colleagues
* deliver quality, accessible services – a great service, first time and every time
* be open, clear and transparent
* treat others and their opinions with respect at all times
* work towards reducing our carbon footprint and enhancing our environment operate as one council team

# **Service purpose:**

# To work across a range of areas to influence decisions and to control a range of behaviours and environmental factors that can affect the health and wellbeing of people in East Devon.

**Job purpose:**

Undertake inspections; investigate complaints; undertake enforcement and give advice and support to residents and businesses to enable them to comply with the requirements of housing and public health legislation to protect residents and improve public health and housing conditions.

# **Core accountabilities:**

1. Maintain a comprehensive working knowledge of environmental health relevant legislation, codes of practice, circulars and policies. And complying with appropriate standards of continuing professional development, including participating in training and self-development.
2. Carry out the full range of duties including:
   1. Enforcing housing standards and conditions in the private sector and licenced premises including houses in multiple occupation and caravan/ park home sites.
   2. planning and implementing inspections and investigations, audits and enforcement particularly houses of multiple occupation; caravan and park sites and empty homes.
   3. responding, investigating and resolving a wide range of service requests including reports of housing and drainage disrepair, planning and licensing consultations; and responding to urgent issues such as major incidents.
   4. advising businesses, landlords and tenants to ensure compliance with statutory requirements.
   5. collating, organising, analysing and interpreting complex information and identifying options to determine the most appropriate enforcement action.
3. Prepare and serve legal notices, gather evidence and witness statements for use in legal proceedings, and attend council meetings; courts; tribunals and public inquiries. Gather evidence to oppose or seek revocation of a licence and respond to planning consultations. Arrange and manage works in default when required.
4. Collect information; produce clear and well structured emails, letters, reports; legal notices; witness statements and case records; schedule of works and specifications for works in default. Maintain and update databases and other records. Prepare risk assessment using HHSRS.
5. Take an active part in environmental health and public health promotional initiatives and enforcement projects. Prepare and deliver tailored business training and support forums in specific areas of work activity as directed.
6. Work with and attend meetings with other Council services; stakeholders and external agencies to resolve public health and community safety issues (pests; anti- social behavior hoarders and empty homes); provide gypsy and traveller liaison. Develop energy efficiency and fuel poverty reduction projects.
7. Maintain knowledge and expertise in all relevant areas of professional practice to enable the provision of accurate, timely and appropriate advice to businesses and to residents.
8. This is a politically restricted post under Local Democracy, Economic Development and Construction Act 2009. The holder of this post is disqualified from being a member of other local authorities, a Member of Parliament or a Member of the European Parliament. In addition the post holder may not hold office in a political party, canvas at elections or attempt to influence support in any other way for a political party.
9. Make sure that the Environmental Health Team offers a customer focused service using systems thinking principles.
10. Support the Council’s approach to equalities and diversity ensuring that our services and policies identify, address and promote the needs of our diverse community. This includes the need for safety of children and other vulnerable people.
11. Take personal responsibility for the relevant aspects of the Council’s Health and Safety Policy.
12. Ensure awareness and compliance with the Council’s policies, Code of Conduct and Constitution.
13. Evaluate and assist in managing risk within the service.

PERSON SPECIFICATION - Environmental Health Officer (Private Sector Housing)

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Requirements** | **Essential/Desirable**  **(E/D)** | **Method of Assessment** |
| **Education/training** | * Degree or Diploma in Environmental Health and EHRB registration (or equivalent) * Evidence of continuing professional development and post graduate training | E  D | Application form  Application form |
| **Knowledge** | * Up to date, detailed professional knowledge of relevant legislation, codes of practice and guidance of housing standards * Good level of awareness of current environmental health and housing issues * A good understanding of current issues in local government | E  E  D | Application form / interview  Application form / interview  Application form / interview |
| **Skills and Abilities** | * Good organisation skills and ability to prioritise and manage conflicting demands * Accuracy and attention to detail, particularly when working to tight deadlines * Excellent written and verbal communication skills, able to put into practice plain English principles and adapt to different audiences * Proficient in the use of Microsoft Office, databases and ICT systems * Able to carry out independent research | E  E  E  E  E | Interview / work based test  Interview / work based test  Application form / interview / work based test  Interview / work based test  Interview |
| **EDDC Behaviours** | * Communicates honestly, openly and clearly * Accepts responsibility for their own work activities, behaviour and personal development * Plans their own time and workload to meet objectives * Open to new ideas and ready to speak up when they see a better way * Understands who our customers are and what matters to them * Builds relationships and works collaboratively with others to deliver effective services * Manages their reactions to situations professionally and calmly * Well developed interpersonal skills with tact, diplomacy, influencing and negotiation skills * Shares skills and knowledge, helping others to help themselves | E  E  E  E  E  E  E  E  E | Interview  Interview  Application form  Interview  Interview  Application form / interview  Interview  Interview  Interview |
| **Successful experience in** | * Understanding of the legal controls around investigative processes (PACE, RIPA etc.) * Demonstrable experience in a similar housing standards role. Licensing and enforcement in HMOs and caravan sites * Successfully advising others on the practical application of the principles of environmental health issues in a real work environment * Good working knowledge of the application of risk management principles in business and competent in using HHSRS * Representing the Council in court and tribunals | E  E  E  E  D | Application form  Application form/ interview  Application form/ work based test  Application form/ work based test  Application form |
| **Special requirements** | * A valid driving licence and own car are essential (reasonable adjustments may be possible according to the Equality Act) * This post is politically restricted and employees are prohibited from participating in political activities * Requirement for some routine out of office hours working or additional working to meet peak workloads or other contingencies of the work * Right to work in the UK * Check of qualifications essential to the Job * References * Basic Disclosure | E  E  E  E  E  E  E | Interview / driving licence check  Interview  Interview  Identity Check  Original Certificates  Reference enquiries  Criminal Records Check |

East Devon District Council is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable adjustments to enable disabled people to fulfill the criteria for, and undertake the duties of its jobs.

**RISK ASSESSMENT PROFILE**

**JOB TITLE:** Environmental Health Officer (Private Sector Housing)

**POST NO’s:** 05040

**SERVICE:** Environmental Health

This role has been assessed for risk and the following table highlights the demands of the role and the level of risk that may be prevalent in the job when carrying out normal day to day activities. The following key has been used to provide a guide.

|  |  |  |  |
| --- | --- | --- | --- |
| **Level 1** | **Seldom or never** | **Level 4** | **Regular (2-3 times per week)** |
| **Level 2** | **Occasionally (once a month)** | **Level 5** | **Daily** |
| **Level 3** | **Fairly regularly (1 per week)** |  |  |

|  |  |
| --- | --- |
| **Potential Risks / Hazards / Exposures** | **Level of Frequency** |
| Computer Use | **5** |
| Driving (Car) | **5** |
| Driving (HGV / LGV) | **1** |
| Driving Workplace Transport (FLT, Excavators, Dumpers, Loaders) | **1** |
| Prolonged sitting / standing | **4** |
| Exertion (other than lifting) | **2** |
| Lifting | **2** |
| Manual handling / repetitive movement (bending, twisting, reaching) | **2** |
| Customer contact / Working with the public | **5** |
| Face to face contact with abusive customers | **3** |
| Lone working | **5** |
| [[1]](#footnote-1)Night working (3 hours or more between 11pm and 6am) | **1** |
| Shift working (rotational) | **1** |
| Use of chemical and/or skin irritants | **1** |
| [[2]](#footnote-2)Head phone use / auditory performance / noise | **2** |
| [[3]](#footnote-3)Hand arm and/or use of machinery vibration / noise | **1** |
| Outside working / inclement weather / sun | **2** |
| Working at height:   * short durations (step ladders / other access equipment) * roofs / scaffolds / mobile elevating work platforms | **2**  **1** |
| Working in confined spaces | **1** |
| Bodily fluids | **1** |
| Infectious diseases | **1** |
| Asbestos | **1** |
| [[4]](#footnote-4)Dust / fumes / vapours | **1** |
| Working with animals | **1** |
| Other – Specify |  |

**The document was completed/reviewed by PEHO Private Sector Housing on 31 March 2023**

1. Any posts identified in levels 2-5 be eligible for a night worker health assessments (baseline and review) [↑](#footnote-ref-1)
2. Any post identified in levels 2-5 will require a hearing test if decibel levels are above 80 (for further guidance check with the H&S Officer) [↑](#footnote-ref-2)
3. Any post identified in levels 2-5 will require a hand arm vibration screening test [↑](#footnote-ref-3)
4. Any post identified in levels 3-5 will require low key health surveillance (refer to COSHH Assessment and check with H&S Officer / Human Resources for further guidance from Occupational Health) [↑](#footnote-ref-4)