

JOB DESCRIPTION

Housing Standards Officer

Service area:	Environmental Health
Reports to:	Head of Environmental Health
Responsible for:	N/A
Location:	Leek and Buxton
Work flexibly between various locations:	Yes
Grade:	AG4
Salary range:	Spinal Column Points 15-19
Car driver:	Yes
Essential/casual:	Essential

JOB PURPOSE

- To participate in the delivery of a comprehensive and professional Housing/Public Health service across the Alliance, through competent, confident and timely processing of Housing & Public Health related issues.
- To work across the Alliance to ensure organisational and public service outcomes are maximised.
- To actively demonstrate a 'can do' attitude and commercially minded approach, to ensure efficient, effective and positive service delivery.

JOB DUTIES

- To assist the Senior Officer and specialist housing officer on all aspects of Housing, and Public Health related issues across the Alliance, taking into consideration government issued legislation and guidelines.
- To act as a Housing Standard Officer, undertaking detailed property inspections in order to identify repair issues, overcrowding and public health nuisances across the alliance.

- To initiate enforcement action where necessary, prepare timely and accurate reports, maintain and contribute to returns, public registers and statistics where required.
- To keep professionally up to date on all new legislation, regulations, Codes of practice relating to the housing and public health specialism, and ensure any CPD requirements are met.
- To respond in accordance with corporate timescales, to enquiries from members of the public, Town/Parish Councils, Councillors for Housing, Licensing and Public Health matters.
- To support the implementation of a robust advice process which is customer focus and in accordance with the Council's Corporate Objectives
- Carry out other such duties associated with the service area, which the Head of Service or Principal Officer may from time require, maintaining the efficient and effective running of the service.

CORPORATE RESPONSIBILITIES

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving license, access to a vehicle. Required to travel to all Alliance locations and geographical areas in pursuant of duties.
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required.

Working Conditions	Travel to Alliance office locations and geographical area as required.
Resources Staff/Finance	None.
Physical	Working to planned priorities.
DBS	No.