

JOB PROFILE

Senior EHO – Housing Standards

Overview	
Post No.	
Grade	6 (£45,091 - £50,269)
Directorate	Communities
Service Area	Environmental Health
Team	Housing Standards
Reporting to	Team Leader: Housing Standards

The Job
To carry out all statutory duties, actions required under discretionary powers, and actions resulting from policy decisions, in the application of the Council's environmental health functions, as managed, administered and enforced by the Environmental Health service.

Generic Accountabilities of the Role
<ol style="list-style-type: none"> To discharge the duties of the post in accordance with the Corporate Plan with a view to continuous improvement of Council services. To work with other staff and management of the Housing Standards Team, to help ensure the team delivers highest quality environmental health services possible. To promote an enthusiastic, positive and professional atmosphere within the Housing Standards Team and to help to provide a customer and stakeholder focused approach. To contribute positively to a "team working ethos", both within the Environmental Health service and the Council as a whole. Responsible for providing specialist advice and expertise within a specific subject area, as a resource for other Officers in the Environmental Health service. To investigate complaints, initiate and carry through enforcement action in respect of all legislation within the remit of the Environmental Health service, and to attend Court and represent the Council in enforcement proceedings, as directed by the Head of Environmental Health or Assistant Director. To liaise on behalf of the Council with representatives of other LAs, statutory agencies, and other external organisations and agencies with an interest in delivering all the Housing Standards services. To investigate and carry out inspections of all housing related complaints, including those from Houses in Multiple Occupation. To apply all relevant environmental health legislation, regulations and appropriate licensing to ensure properties are safe and fit to occupy. To respond to Disabled Facility Grant enquiries in a timely manner; process, inspect and deliver appropriate adaptations in accordance with Occupational Therapist recommendations together with associated financial assistance and maintaining appropriate records. To administer the more complex Disabled Facility Grant applications by: <ul style="list-style-type: none"> Investigating & inspecting properties as to the suitability for any required / recommended adaptation (reasonable & practicable) in accordance with current legislation under the Housing Grants, Construction and Regeneration Act 1996 and Regulations made under it.

- Providing advice and guidance to all agencies involved with any proposed adaptation (homeowners, tenants, landlords, Social Services, Occupational Therapists, Building Control & Planning).
 - Identify and fully explore alternative solutions for cases where it is not reasonable or practicable for adaptations to be undertaken.
 - Retain all records, photos, plans and all other associated paperwork relating to these complex applications in an appropriate way, to maintain accurate records.
11. To maintain your expertise whilst participating in the professional development of officers within the Environmental Health service.
 12. Provide management and supervision of staff at the request of your line manager and deputise for the Housing Standards Team Leader in their absence.
 13. To advise upon planning applications in relation to Housing Standards.
 14. To assist in professional training of colleagues, apprentices, and students.
 15. Other duties as directed by the Head of Environmental Health or the Assistant Director for Communities that may from time to time be reasonably required.

Special Conditions

By the nature of this post the hours of work must be flexible, and may, on occasion, be more than those normally laid down. Occasional evening work and other work outside of “normal office hours” forms an integral part of the job, and this has been considered when determining the salary for the job.

It is a requirement of the post that the postholder holds a current driving licence enabling him/her to drive a car, and in this connection, you must ensure that your insurance cover includes use for your employer's business.

The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. Eligibility to receive a car allowance will be based on the requirement for essential car usage to undertake the duties of your post and no less than annual mileage of 250 miles, which will be recorded and verified by your designated line manager monthly. It is a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, monthly, so that the Payroll Manager can process correct information to the HMRC at year end. Failure to record and report mileage undertaken to your employer may forfeit your right to receive a car allowance.

Your eligibility to receive a car allowance will be reviewed on an annual basis by your Head of Service. The Council reserves the right to review, amend or withdraw the car allowance subject to consultation with you. A notice period of three months to terminate the status and associated allowance will be given to any employee who no longer meets the required criteria. There will be no entitlement to any further car allowance.

Professional and Personal Attributes	
Qualifications Educational and Professional	<p>Essential:</p> <ul style="list-style-type: none"> • A degree (BSc/MSc) or diploma in Environmental Health. • Registered with the CIEH (Professional Register) or Certificate of Registration from the Environmental Health Officers Registration Board, achieved by professional qualification on completion of examination, interview, and experiential learning portfolio. • Eligible for Voting Membership of the Chartered Institute of Environmental Health. • Hold the Housing Health & Safety Rating System (HHSRS) competency certificate. • Completion of continual professional development related to Housing Standards to maintain skills. • High level of literacy and numeracy. <p>Desirable:</p> <ul style="list-style-type: none"> • Degree or postgraduate qualification in construction, planning, or building control. • Diploma/degree in another Housing related subject.
Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • In-depth knowledge of environmental health legislation in relation to Housing, including codes of practice, statutory and non-statutory guidance. • Up to date expert technical knowledge of Housing Standards including specific detailed knowledge of (HMOs) and (DFGs). • Have good ICT skills including computer literacy, familiarity with GIS systems, databases, and a working knowledge of word processing and spreadsheet packages. • Sound knowledge and experience in general principals of criminal law and enforcement practice, in particular a detailed knowledge of the Police and Criminal Evidence Act and Criminal Procedures and Investigations Act. • Detailed working knowledge of other Environmental Health legislation and procedures, to facilitate meaningful and efficient cooperation with Building Control, Development Control, Fire Authority, Occupational Therapists, and Social Services. <p>Desirable:</p> <ul style="list-style-type: none"> • Good working knowledge of an Environmental Health computer software package such as Uniform.
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Recent experience in Environmental Health and experience in managing a complex and difficult caseload. • Recent experience of carrying out a relevant caseload of investigations and inspections specifically related to all housing work, including Houses in Multiple Occupation (HMOs), together with associated licensing.

	<ul style="list-style-type: none"> • Experience in processing, inspecting and delivering large or complex Disabled Facilities Grants. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of developing policies and procedures. • Knowledge of the way in which Housing Standards links with the other disciplines of Environmental Health. • Public speaking / presentation skills.
Special Aptitude / Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Have excellent written & oral communication skills including the ability to explain complex legal & technical issues to members of the public. • Proven interpersonal skills. • An ability to develop and deliver services to meet the needs and aspirations of the customers and service users. • Excellent organisational skills with the ability to manage and prioritise workloads in an efficient, effective manner. • Able to contribute positively as a team member. • Ability to work with minimal supervision. • Able to solve problems creatively. • Excellent negotiation skills. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of attending court and undertaking prosecutions. • Experience of chairing internal and external meetings, public speaking / presentation skills.
Personal Behaviours	<p>Essential:</p> <ul style="list-style-type: none"> • Self-motivated, flexible & enthusiastic.
Other	<p>Essential:</p> <ul style="list-style-type: none"> • Full valid UK driving licence. • Physically capable of visiting and inspecting industrial, commercial, and residential premises. • Willing and able to work outside of normal office hours when necessary to investigate complaints and inspect HMOs.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.

The grade for this post is determined by Job Evaluation.