

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Part Time Environmental Health Officer (Housing and Caravan/Mobile Home Site Licensing)
REFERENCE:	CE214
SALARY SCALE:	SO2 (scp 29-32) £39,862 to £42,839 per annum pro rata
HOURS OF WORK:	18.5 Hours Per Week (Wednesday afternoon, Thursday and Friday all day)
POST NO:	TBC
SERVICE AREA:	Environmental Health
RESPONSIBLE TO:	Head of Environmental Health
JOB PURPOSE:	To investigate complaints relating to private sector housing. To licence and inspect HMOs and caravan/mobile home sites within the borough. To assist in other areas as necessary i.e. Environmental Protection, Food Safety, Health and Safety.

KEY RESULT AREAS:

- To investigate complaints relating to private sector housing within the borough i.e. substandard conditions, illegal eviction etc; and to inspect as necessary. HHSRS assessments will need to be carried out as part of some interventions.
- To inspect and licence houses in multiple occupation (HMO's) within the borough.
- To respond to planning and licensing consultations that relate to HMO's, private sector housing matters and caravan/mobile home sites.
- To licence and undertake inspections of all licensable caravan/mobile home sites within the borough to ensure compliance with model standards and relevant health and safety legislation.
- To investigate environmental protection complaints i.e. statutory nuisance, dark smoke from chimneys, problems with pests, filthy and verminous premises etc.
- To carry out inspections of Part A2/ Part B permitted processes within the borough.
- To inspect food premises, including high risk food premises and approved food premises.

- To undertake health and safety inspections, accident investigations, health and safety complaints and advisory visits in accordance with HSE priorities.
- To have regard to all relevant pieces of legislation, statutory codes of practice and guidance when undertaking the functions listed above.
- To carry out enforcement activities (where necessary) for all the functions listed above in line with the relevant pieces of legislation; this may include serving legal notices, issuing fixed penalty notices (FPNs) or taking a prosecution.
- To carry out PACE (Police and Criminal Evidence Act) interviews where required.
- To attend, as required, meetings of council committees, parish councils, various public bodies and outside public organisations as a representative of the Council.
- To carry out other environmental health functions appropriate to the grade and character of the post as may be decided by the Head of Environmental Health/Chief Executive.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- To undertake other duties of a similar responsibility as may be allocated to the post from time to time.

Signed

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Date

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Name (Print)

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PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Degree in Environmental Health (or equivalent qualification) with EHRB/CIEH Registration.		Application Form/ Interview
Full UK driving licence and access to a vehicle for work purposes.		Application Form/ Interview
Knowledge/Experience		
Experience of carrying out housing inspections and applying HHSRS.		Application Form/ Interview
Experience of licencing HMOs or caravan sites and undertaking inspections of these.		Application Form/ Interview
Experience of investigating complaints relating to housing and food safety, environmental protection or health and safety matters.		Application Form/ Interview
Experience of undertaking enforcement actions i.e issuing FPNs, serving legal notices, undertaking PACE interviews, carrying out prosecutions.		Application Form/ Interview
Sound knowledge of relevant legislation, codes of practice, guidance, policies and procedures.		Application Form/ Interview
Excellent communication skills and the ability to deal with the public.		Application Form/ Interview
Ability to complete all relevant documentation and notices.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Knowledge/Experience		
Excellent IT skills.		Application Form/ Interview
Ensure accurate 'high quality' work undertaken efficiently and effectively in accordance with required office systems.		Application Form/ Interview
	Previous experience of using Flare software.	Application Form/ Interview
Additional		
Professional and committed approach to Environmental Health.		Interview
Thorough, conscientious, flexible and highly motivated approach to work.		Interview
Ability to prioritise and organise own workload, achieve high work rate and demanding targets.		Interview
Ability to work under pressure and meet deadlines on time.		Interview
Excellent interpersonal skills, including ability to adopt a tactful and diplomatic approach.		Interview
Able to work outside normal working hours as required.		Interview
Questioning and analytical approach.		Interview