
Post Title: Housing Standards Officer

Post Hours: 37 hours per week

Grade: PO 1/4

Responsible to: Residential Team leader (Environmental Health)

Responsible for: none

Main contact associated with principal duties:

- Landlords/Agents
 - Council Officers
 - Members of the public
 - Elected members
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Job Purpose:

To undertake public protection duties which support the Councils' service priorities, duties including case management and referral to other services, inspections, investigations, legal proceedings and interventions in relation to, but not exclusively, the following functions:

- Private sector housing standards
- HMO Licensing
- Immigration inspections
- Houses in multiple occupation
- Empty properties
- Drainage complaints
- Domestic noise nuisance
- Private Water Supplies
- Public burials/exhumations
- Domestic nuisance enforcement
- Filthy or Verminous Premises

Post holders will be expected to be flexible as they may be required to work on different functions within the Residential team from time to time.

To apply the full range of professional knowledge and skills associated with environmental health practice throughout the service area.

Control of Resources:

- Safety equipment
 - Sampling equipment
 - Measuring equipment
 - Photographic and video equipment
 - Audio-visual equipment
 - Mobile phone
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Main duties and responsibilities (where relevant to the team in which the postholder is based):

1. In response to customer enquiries, inspection programmes and service requests carry out inspections, investigations, enforcement of legislation, service of statutory notices, co-ordination of works in default of notices, prosecution proceedings, interventions, initiatives and education under legislation including the Housing Act, Environmental Protection Act, Public Health Acts, Building Act, and other appropriate legislation within the remit of the Environmental Health Services.
2. To undertake detailed condition surveys of dwellings using HHSRS and produce schedules of work and disrepair specifications, together with associated drawings as necessary.
3. To ensure that the team and individual performance targets are achieved, including statutory targets, such as completion of the inspection programmes.
4. Determine the most appropriate course of action and use of legislative tools. Carry out formal recorded interviews, take witness statements, obtain and preserve evidence in accordance with the Police and Criminal Evidence Act having regard to the Regulation of Investigatory Powers Act and the Code of Practice for Crown Prosecutors.
5. Serve and issue statutory notices, orders and licences as required by the Housing Act 2004, Environmental Protection Act 1990 and other related public health and environmental health related legislation and any other notices as specifically authorised by the Housing, Health and Engineering Service Manager.
6. Take legal proceedings and default action in the case of non-compliance. Represent the Council as a witness in court including defending any appeals made in the higher courts.
7. Arrange and examine estimates, tenders and price specifications and process invoices in connection with all functions where the Council is undertaking works in default of enforcement action to ensure that expenditure represents value for money and can be justified to debtors. Take responsibility for assets, including cash and effects seized with regard to noise proceedings and state assisted funerals.
8. To be responsible on site, for any staff, specialists, students or other persons authorised to accompany the officer.
9. Use the Councils ICT systems in accordance with advised protocols and populate databases with accurate and up to date data.
10. Undertake appropriate training to fulfill responsibilities effectively.
11. To undertake such other duties as may be required commensurate with the grading of the post.

Selection Criteria	Essential or Desirable	Assessment Method
Knowledge, skills, abilities and experience		
1. Have a degree in Environmental Health or a relevant Housing degree.	Essential	Application Certification
2. Post Graduate qualification in an Environmental Health or Housing related subject.	Desirable	Application Certification
3. Detailed knowledge and understanding of a broad range of Housing enforcement legislation, good practice and experience in inspecting a wide range of premises relevant to the post	Essential	Application Interview
4. Have experience of undertaking investigations, enquiries and developing solutions to housing disrepair problems.	Essential	Application Interview
5. Strong IT skills with excellent knowledge of Microsoft Office.	Essential	Application Interview
6. Ability to manage and prioritise your own workload and to contribute to the achievement of service and corporate targets and goals.	Essential	Application Interview
Special Requirements		
7. A commitment to equal opportunities.	Essential	Application Interview
8. A commitment to undertake training and personal development and work occasional evenings and weekends	Essential	Application Interview
9. A current driving licence and be able to visit premises and locations throughout the area of the Borough and elsewhere to perform the duties of the post.	Essential	Application Interview
As the post involves driving a vehicle, the post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.		

Date: January 2023