



Job Description

Job title	Environmental Health Officer	Hours	37 hours per week <i>Flexible working options are available, including job share</i>
Department	Private Sector Housing Section- Public Protection	Salary	Career Graded SK12-SK15 (£37,467-£41,979 per annum) Starting salary depends on qualifications and experience- see below
Location	A mix of district/ home/ office-based working.	Contract	Permanent

Main Job Purpose

The post holder will be part of a team delivering the council's private sector housing enforcement functions. The role will include undertaking housing inspections, making assessments using the Housing Health and Safety Rating System (HHSRS) and inspecting and licensing houses in multiple occupation and caravan sites.

This role is not politically restricted.

Responsible to: Environmental Health Manager (PSH/EP/DFG)

Main Statement of Responsibilities

- Take a lead role in the investigation of complex and/or high-risk cases.
- Carry out inspections of houses in multiple occupation (HMOs) to ensure compliance with legislation/standards and licence conditions. Process HMO licence applications and assess suitability.
- Investigate housing complaints and undertake housing condition inspections. Carry out HHSRS assessments, draft schedules of work and prepare and serve notices.
- Support the Manager in developing service delivery, including the production and revision of policies and procedures, statistical returns and registers and providing support, training and guidance to colleagues.
- Working in line with the Council's Enforcement Policy and other relevant procedures, independently and with minimal supervision, undertake investigations into breaches of legislation, determine the most appropriate course of action, prepare evidence, issue notices, compile reports and appear in Court or Tribunals on behalf of the Council.
- Carry out inspections of touring, holiday and residential caravan sites to ensure compliance with licence conditions. Process and issue site licences.
- Give professional advice to a range of stakeholders, including Councillors, officers from wider Council service functions, members of the public, landlords etc. on the requirements of statutory provisions and technical advice on measures to implement these provisions.



- Organise, coordinate and undertake project-based initiatives including the production of necessary documentation.
- Represent the service as required at internal and external meetings, committees and working groups.
- Work collaboratively and proactively with the council's Housing Options and Advice Team to ensure the delivery of efficient, joined-up services that deal with tenancy issues relating to housing standards.
- Provide cover where required and general assistance to the Team Leaders to ensure effective delivery of the service.
- Undertake such other duties of a comparable nature and level of responsibility as may be required from time to time by the Line Manager/ Head of Service.

Responsibilities included for those at grade SK14/15

- Provide cover and deputise where required for the Manager to ensure effective delivery.
- Lead by example and act as a positive role model for other team members, including during periods of change and other challenges.
- Take part in the Public Protection emergency out of hours service providing advice on the full range of Environmental Health matters where appropriate.
- Provide a supporting role to others on complex cases, formal investigations and enforcement action (e.g. prosecution, warrants etc).

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council's operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident's trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference



- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.





Person Specification – for ALL applicants		
Experience		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form in each of the areas listed below:		
Please note all elements listed below are considered as essential (as is part of a career graded pathway).		
1	Experience of working in a regulatory environment	Essential
Knowledge and Skills		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following skills listed below:		
2	Demonstrate excellent interpersonal and customer service skills	Essential
3	Experience of operating computer systems. e.g. Local Authority databases, Microsoft office	Essential
4	Ability to use own Initiative to undertake tasks and to recommend appropriate courses of action	Essential
5	Demonstrable ability to undertake complex case management and investigations	Essential
6	Knowledge of law and regulation associated with Environmental Health	Essential
7	Knowledge of enforcement procedures	Essential
Qualifications		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following qualifications listed below:		
8	Enrolled on a relevant course and making progress towards becoming a qualified Environmental Health Officer (EHO). (i.e. apprenticeship, BSc or MSc in Environmental Health).	Essential
9	Hold or willing to work towards the HHSRS Qualification/ or an Accredited HHSRS Practitioner.	Essential
Personal Characteristics and Physical Attributes		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following personal characteristics and physical attributes listed below:		
10	Ability to work independently and as part of a team	Essential
11	Can do attitude and willingness to work outside normal office hours	Essential
12	Willingness to seek additional qualifications and knowledge	Essential
13	Flexible and proactive approach to work	Essential
14	Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments)	Essential
15	Current, valid driving licence and the provision of a vehicle for use at work	Essential



Person Specification – for grade SK13		
Applicants must be able to meet the previous essential criteria (1 – 15) AND the below:		
Experience		
16	Minimum of 2 years practical experience.	Essential
Qualifications		
17	Successful completion of more than half of the qualification leading to becoming an EHO. <i>(for example if the course duration is 4 years, completion of 2 years).</i>	Essential

Person Specification – for grade SK14		
Applicants must be able to meet the previous essential criteria (1 – 17) AND the below:		
Experience		
18	Minimum of 4 years practical experience.	Essential
19	Demonstrable experience of undertaking property inspections, investigating complaints of housing conditions and taking enforcement action.	Essential
20	A working knowledge and practical experience of HMO standards and licensing requirements.	Essential
21	A working knowledge and practical experience of HMO standards and licensing requirements.	Essential
Qualifications		
22	Successfully completed the relevant qualification and registered as a fully qualified Environmental Health Officer	Essential
23	Satisfactory progress with completion of internal Development Log.	Essential
Knowledge		
24	Sound knowledge of building construction and the causes and remedies of defects in relation to drainage and housing defects.	Essential
25	In-depth knowledge of the Housing Acts, the Housing Health & Safety Rating System and enforcement powers in relation to private sector housing conditions, and their practical application	Essential

Person Specification – for grades SK15		
Applicants must be able to meet the previous essential criteria (1 – 25) AND the below:		
Experience		
26	Minimum of 2 years' experience practising as a fully qualified Environmental Health Officer	Essential
Knowledge and Skills		
27	Full attainment of the responsibilities and outcomes detailed in the job description.	Essential



28	Hold a detailed technical knowledge and lead on at least one specialist area of environmental health	Essential
29	Recent experience of resolving complex housing standards issues.	Essential
Qualifications		
30	Successful completion of internal Development Log.	Essential

Career Graded Post

The starting grade for the successful candidate will be based on their qualifications and experience and will be considered as part of the application and interview process. Applicants without the required qualifications or experience will commence at SK12 and if successful, be provided with an opportunity to gain these qualifications and experience in order to move to the next career grade. Progression through the grades will not be mandatory but would be preferred. Progress will be reviewed via one to ones and appraisals.

All candidates will need to meet the requirements of the experience, knowledge and skills, qualifications, personal characteristics, and physical attributes criteria within the first personal specification section (1 – 15).

The Council are committed to providing support to the successful candidate should they wish to achieve the additional qualifications in line with its policies. This will be determined by the type of qualification achieved and the method chosen to achieve it.