

Environmental Health Officer – Private Sector Housing
Full time, 37 hours per week | Grade SK12–SK15 | (£38,703 - £43,365)

The Role & The Team

The Private Sector Housing (PSH) section within Public Protection are looking for an enthusiastic, motivated and positive colleague, to work across the full range of PSH functions.

Reporting to the PSH Manager, you will join a supportive team that combines day-to-day guidance with the trust to use your initiative. The career-graded structure gives you the opportunity to demonstrate growing competence, broaden your knowledge and take on increasing responsibility in line with the accompanying job description.

What you will do

- 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 HHRS 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).

What we are looking for

- A positive, motivated professional with an interest in developing across a broad range of work.
- Sound judgement, problem-solving skills and the confidence to work with appropriate independence.
- A constructive approach to compliance, balancing advice and support with effective enforcement where required.
- Strong communication and partnership-working skills.
- A willingness to embrace change, learn new approaches and take ownership of your professional development.

*Closing date for applications will be **6th September 2026**; successful candidates will be invited for an interview.*

Find out more and apply

Further details about the responsibilities and requirements of the role are contained in the job description.

For an informal conversation about the role and career pathway, contact Ayeisha Kirkham, Head of Public Protection, on 01476 406080 or email: ayeisha.kirkham@southkesteven.gov.uk

To download a job description and apply for the post, please visit www.southkesteven.gov.uk/jobs

Location

Covering over 365 square miles of beautiful Lincolnshire countryside, the rural villages and distinctive market towns of South Kesteven are home to around 150,000 residents and over 600 licensed premises. The district features:

- The beautiful and bustling Georgian town of Stamford
- The vibrant hub which is Grantham - our main office base with superb direct access to London (about an hour on the east coast main train line), Nottingham and Lincoln (about 40 mins away by car and train)
- There are two further picturesque market towns - Bourne and Market Deeping.

The district offers a great place for families to settle with access to outstanding schools, two grammar schools and a college. With generally high compliance levels and positive relationships with businesses, the district provides a strong environment in which to develop your regulatory experience while supporting new and existing operators.

Employee Benefits

We value our employees and recently there has been much emphasis to demonstrate this, ensuring a balanced lifestyle that works for you. You will also have access to a variety of attractive employee benefits including:

- Fantastic new office environment above the cinema complex based in Grantham, with free staff parking whilst at work.
- Competitive leave entitlement (26 days, 31 days after 5 years local government service, plus bank holidays, pro rata).
- Financial schemes to help spread the cost of cars, bikes and technology
- Local government pension scheme.
- Access to a range of staff discount and flexible benefits schemes including gym and leisure centre membership for only £21.99/month.

South Kesteven District Council is committed to meeting the needs of our diverse community where we strive to improve the quality of life for all. We are also committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share these commitments.