



Job Profile

Post title:	Technical Officer – Environmental Health (Residential)
Department:	Place Directorate
Job families:	
Grade:	E
Responsible to:	Service Manager – Environmental Health
Employees managed:	None
Date of issue:	Aug 2026

Overall Job Purpose

To improve housing standards in the District by ensuring properties are maintained and managed in accordance with existing legislation, regulation and good practice.

To assist in bringing empty homes back into use.

Working Conditions

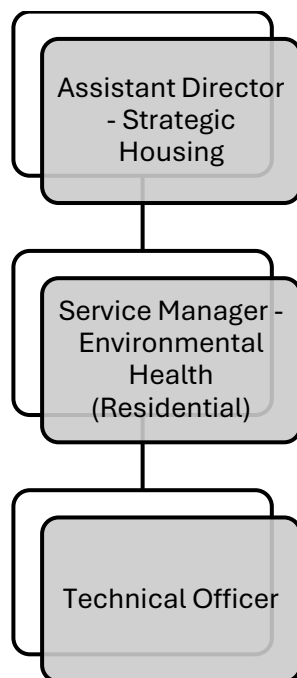
Regular visits to residential properties including HMOs, privately rented accommodation and potentially hazardous premises throughout the district.

Exposure to challenging situations involving vulnerable residents, safeguarding concerns, antisocial behaviour and contentious enforcement activities.

Combination of office, home-based and field-based working requiring regular travel across the district

The postholder is eligible to utilise the Flexi Time Policy.

Structure



Job Description

Operational management

To identify, and acquire information on, properties and buildings in disrepair throughout the district.

To offer advice and information to owners of empty properties on possible for bringing them back into use and to sign post landlords/owners to grant schemes and other relevant services.

To take steps to ensure properties are not left open to unauthorised access or become a danger to public health.

To assist and inspect privately rented properties and take appropriate enforcement action under the Housing act 2004 and Housing Health & Safety Rating System (England) Regulations 2005 were necessary (including Houses in multiple Occupation) with support from the Private Sector team Environmental Health Officers.

To initiate and facilitate measures throughout the district to reduce the number of homes in chronic disrepair including information, advice, education and promotion.

To assist with the surveying of potential Regeneration Areas as required.

To offer advice and information to landlords and tenants within privately rented properties

Communication	To represent the Council at meetings of appropriate groups on disrepair and public health matters, such as the regional accreditation steering groups and landlord forums. To organise speakers, meetings and events relating to the sub regional landlord's forum and take minutes as required.
Partnership / corporate working	To prepare reports recommending policy and initiatives for dealing with residential properties. To prepare information packs for potential landlords giving detailed advice on letting property in the private rented sector. To consult and work in partnership with people and organisations, including owners, Estate Agents, Building Societies, Housing Associations, Landlord's Forum etc., who assist with reducing chronic disrepair and public health matters in the district.
Resource management (including Financial and Physical)	Assist in the administration and monitoring of grants, loans and financial assistance schemes, ensuring expenditure is recorded accurately and complies with relevant requirements.
Systems and information	To assist in the preparation of detailed reports and schedules of work in relation to full HHSRS Inspections and private sector enforcement including service of legal notices. To prepare relevant legal notices to deal with pest, waste and public health matters in residential properties
Strategic management	To assist in implementing new legislation, regulation and plans to improve the Environmental Health service.

Sign:

Date: