Ashfield
DISTRICT COUNCIL

Job Profile

Post title: Technical Officer

Department: Environmental Health (Residential)

Job families: Regulation Level 2

Grade: E

Responsible to: Environmental Health (Residential) Team Leader

Employees managed: 0

Date of issue: Oct 2026

Overall Job Purpose

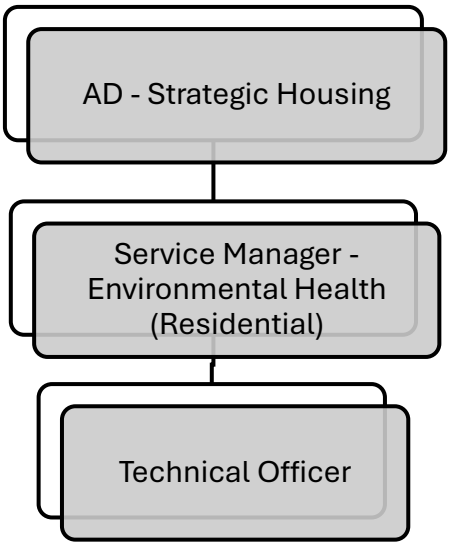
To improve housing standards in the District by ensuring properties are maintained and managed in accordance with existing legislation, regulation and good practice.

To assist in bringing empty homes back into use.

Working Conditions

The post is office based.

Structure



Job Description

Operational management	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 assist with the surveying of potential Regeneration Areas as required. 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 detailed reports and relevant legal notices to deal with pest, waste and public health matters in residential properties To identify and acquire information on properties and buildings in disrepair throughout the district.

Communication	To offer advice and information to landlords and tenants within privately rented properties 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.
Partnership / corporate working	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. To organise speakers, meetings and events relating to the sub regional landlord's forum and take minutes as required. 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.
Resource management (including Financial and Physical)	To prepare reports recommending policy and initiatives for dealing with residential properties.
Systems and information	To prepare information packs for potential landlords giving detailed advice on letting property in the private rented sector.
Strategic management	To initiate and facilitate measures throughout the district to reduce the number of homes in chronic disrepair including information, advice, education and promotion.

Sign: **Date:**