Ashfield
DISTRICT COUNCIL

Job Profile

Post title:	**Team Leader – Environmental Health (Residential)**
Department:	**Place Directorate**
Job families:	**Team Leader**
Grade:	**H**
Responsible to:	**Service Manager – Environmental Health**
Employees managed:	**6**
Date of issue:	**August 2026**

Overall Job Purpose

Lead the Council's housing Environmental Health (Residential) function, ensuring effective delivery of statutory duties relating to housing standards, private sector housing, houses in multiple occupation (HMOs), housing enforcement and public health protection.

Improve housing conditions across the district through proactive interventions, enforcement activity, partnership working and targeted projects aimed at vulnerable residents and areas of greatest need.

Working Conditions

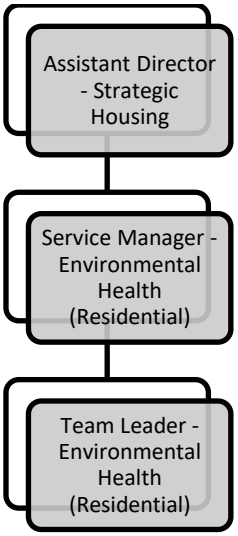
Regular visits to residential properties including HMOs, privately rented accommodation and potentially hazardous premises throughout the district.

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	Lead, supervise and support the Housing Environmental Health Team, allocating workloads and monitoring performance against corporate and service objectives. Ensure investigations, inspections and enforcement actions are completed within statutory requirements, service standards and agreed timescales. Manage complex housing cases involving Category 1 and Category 2 hazards under the Housing Health and Safety Rating System (HHSRS), overcrowding, disrepair, illegal evictions harassment and HMO licensing compliance. Monitor team performance indicators and implement service improvements to maximise efficiency and customer satisfaction. Authorise enforcement actions and provide quality assurance and technical guidance for professional decisions, reports and notices.
Communication	Provide professional advice and guidance to elected members, senior managers, residents, landlords, tenants and partner organisations. Handle complex complaints and correspondence relating to housing conditions, enforcement decisions and service delivery. Communicate complex technical, legal and regulatory information clearly and accurately to a wide range of audiences, adapting messages to meet differing levels of understanding and need. Prepare and present reports, briefings and recommendations for management teams, committees and external agencies. Represent the Council at meetings, public events, partnership forums and court proceedings where required. Promote housing standards and public health initiatives through effective communication and engagement activities.
Partnership / corporate working	Develop effective working relationships with internal teams including Housing, Planning, Legal Services, Community Safety and Safeguarding services. Work collaboratively with health partners, registered providers, Nottinghamshire authorities, fire and rescue services and voluntary organisations. Contribute to corporate projects and priorities relating to housing quality, health improvement and place-based regeneration.
Resource management (including Financial and Physical)	Manage allocated service budgets and ensure effective use of financial resources in accordance with Council procedures. Monitor income and expenditure associated with enforcement activities, licensing functions and grant-funded projects. Ensure appropriate management and maintenance of equipment, vehicles, ICT resources and operational assets.
Systems and information	Ensure accurate maintenance of statutory records, case management systems and performance data. Monitor and analyse service information to identify trends, risks and opportunities for service improvement. Ensure compliance with data protection, information governance and records management requirements. Prepare statistical returns, performance reports and management information for internal and external stakeholders.

	Promote effective use of digital systems and technology to enhance service delivery and customer access.
Strategic management	Contribute to the development and implementation of housing enforcement policies, procedures and service plans. Support the delivery of the Council's housing, health and wellbeing and community safety objectives. Lead on strategic projects and initiatives to improve housing quality, energy efficiency and resident wellbeing. Monitor legislative and regulatory developments and ensure service practices remain compliant and effective. Provide professional advice to senior management on emerging housing issues, risks and opportunities.