Job Description and Person Specification

POST IDENTIFICATION

Post Title:	District Environmental Health Officer
Job Evaluation ID:	1001EN
Grade:	10
Directorate:	Housing and Environment
Division:	Housing
Section:	Private and Accessible Housing
Location:	Penallta House
Responsible to:	Private and Accessible Housing Manager

JOB PURPOSE

To improve the health, well-being and quality of life of residents of the County Borough by assisting in the delivery of an efficient environmental health and housing service. This may be achieved by using a variety of interventions including encouragement and partnership working through to warnings and enforcement action as well as assisting in the delivery of financial assistance in the form of both housing grants and loans.

KEY RESULT AREAS

Deliver and achieve the objectives and targets as set out in Housing's strategic plans as they relate to Private Sector Housing.

Housing regulation and enforcement.

Inspection of residential premises to ensure legal compliance and determination of Housing Health and Safety Rating System (HHSRS) as well as progressing requests for financial assistance such as grants and loans.

Inspection of Houses in Multiple Occupation to ensure compliance with the Council's Houses in Multiple Occupation Risk Assessment Programme.

Investigation of service requests and complaints, including those relating to statutory nuisance.

Responding to requests for service promptly.

Assisting in the delivery of financial assistance products in the form of all housing grants and loans on both an individual and area basis.

Providing specialist advice to planning services, on planning applications.

Issue licences in relation to houses in multiple occupation.

Maximise the return to beneficial use of private sector empty homes.

Lead in respect of activities/initiatives such as those relating to area based initiatives, priority neighbourhoods, energy based initiatives, Arbed and private sector empty home initiatives.

Provide responses to local authority land searches, environmental searches and requests made under the Freedom of Information legislation.

Work in partnership with Rent Smart Wales in relation to registration and licensing of landlords and agents.

Participate in the Environmental Health/Emergency Planning Out of Hours service.

DETAILED TASK PROFILE

Enforce Housing and Public Health legislation.

Conduct housing inspections relating to the enforcement of minimum standards including those relating to determination of HHSRS and Houses in Multiple Occupation as well as empty homes and energy related matters.

Conduct inspections for the determination of eligibility for all grant assistance, repayment loans and lifetime loans for owner occupiers, landlords and empty properties in accordance with the private sector housing renewal strategy and any national/regional funding initiatives, such as Valley Taskforce.

Conduct inspections of properties to ensure suitability for residence by immigrants.

Investigation of nuisance issues. Making appropriate recommendations to secure compliance and to take appropriate action when necessary, including statutory and legal action.

Responding to (investigating and resolving) requests for service promptly.

Providing specialist advice to planning services on planning consultations.

Issue licences in relation to houses in multiple occupation.

Maintain the database in relation to empty homes and undertake an annual risk assessment review of the properties.

Identify, co-ordinate and lead in respect of activities/initiatives such as those relating to area based initiatives, priority neighbourhoods, energy based initiatives, Arbed and private sector empty home initiatives.

Work in partnership with Rent Smart Wales in relation to registration and licensing of landlords and agents.

Provide responses to local authority local land searches, environmental searches and requests made under the Freedom of Information legislation.

Implement any actions or interventions, including enforcement of legislation relative to the aims and objectives of the Division.

Attendance at court in relation to enforcement activity.

Assist in the training, supervision and motivation of the staff including student EHOs.

Preparation and service of legal notices, formal letters and reports to committees and senior officers.

Preparation of schedules of work for progressing financial assistance, such as grants and loans.

Provide advice and assistance to members of the public and stakeholders in all matters related to private sector housing.

Act as consultee in special referral cases from police and social services related to cases of vulnerable children and adults.

Acquire knowledge of the Council's aims, objectives, policies, financial regulations and procedures and in particular those relating to Private Sector Housing.

Represent the service area and Directorate both internally and externally liaising with outside organisations including the giving of advice or information to both businesses and the public.

Receipt of monies and payments into appropriate accounts on behalf of the Council.

Undertake any specialist duties or lead role as directed and to represent the service area on appropriate groups and representative bodies.

Contribute to the achievement of aims and targets laid down in the Division's Performance Programme.

Conform to the Directorate's aims and objectives including any Health and Safety or quality assurance procedures that are in operation.

Undertake duties within a flexible working day/weekend including participating in the provision of Out of Hours Environmental Health Service. Required to work outside normal working hours.

Undertake training as and when required to maintain levels of expertise in housing legislation and subject knowledge.

KEY WORKING RELATIONSHIPS

Senior managers within Caerphilly CBC – day to day operational liaison.

Environmental Health Teams and Private Sector Housing Teams across Wales – particularly neighbouring authorities - operational issues.

Departments within the local authority - operational issues.

External agencies – Welsh Government, Valleys Task Force, Arbed, - specialist projects.

Care and Repair, Rent Smart Wales, Fire and Rescue service, - partnership arrangements.

Registered Social Landlords, Private Sector Landlords and tenants, Letting and Management Agencies, property owners, Police, Shelter Cymru, Health and Safety Executive, Public Health

Wales, Building research Establishment, Legal practices, Credit Union, Mortgage lenders- operational issues.

Members of Parliament, Elected Members at ward level – dealing with constituency issues.

Ombudsman - dealing with complaints.

Chartered Institute of Environmental Health - professional input.

Voluntary Sector.

Strategic partnerships in the County Borough.

VALUES AND BEHAVIOURS

Accountability

1. **Take responsibility for your work** – Own your decisions, tasks and outcomes.
2. **Deliver on your commitments** – Meet deadlines, honour promises and let your team know early if something might slip.
3. **Be honest about mistakes** – If you make an error, acknowledge it quickly and take action to fix it and learn from it.

Trust

1. **Be honest and transparent** – Communicate openly, tell the truth, and don't hide mistakes or important information.
2. **Act with integrity** – Do the right thing, even when no one is watching, and treat everyone with fairness and respect.
3. **Listen actively and respectfully** – Show that you value others' perspectives by giving your full attention, asking questions, and responding thoughtfully.

Respect

1. **Treat everyone with courtesy** – Act politely, use respectful language, and show kindness in your daily interactions.
2. **Value differences** – Show appreciation for diversity, different ideas and perspectives.
3. **Acknowledge contributions of others** – Give credit where it's due and show appreciation for efforts of others.

Honesty

1. **Communicate clearly and directly** – Be clear, concise and open with your language.
2. **Speak up about concerns or unethical behaviour** – Report issues respectfully and responsibly.
3. **Give honest feedback respectfully** – Share constructive feedback that's truthful, helpful, and aimed at improvement.

Working together

1. **Share information and ideas openly** – Keep colleagues in the loop, collaborate effectively and contribute knowledge that helps the organisation to succeed.
2. **Offer help and support** – Step in when others need a hand and offer your time and skills.
3. **Resolve conflicts constructively** – Address disagreements calmly, listen to all sides, and focus on solutions.
4. **Celebrate team successes** – Acknowledge wins and recognise the contributions of others.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

Shared responsibility for training student EHOs and work experience individuals.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Responsible for job related equipment such as desk top PC, fixed and portable monitoring equipment including mobile phone etc.

Receipt of monies and payments into appropriate accounts on behalf of the Council.

Data Systems

Shared responsibility for:
Use of and updating relevant databases such as APP Civica.
Updating TLC (Total Land Charges) database.
Use of and updating Rent Smart Wales database
Use of Idox and Hugh Simmons.
Shared responsibility for updating statutory registers relevant to Private Sector Housing.

WORKING ENVIRONMENT

Agile/office based post with the requirement to undertake outside duties for the range of responsibilities.

Regular visits to domestic premises for regulation and investigation purposes.

This will include lone working and may involve working outside of core hours and at weekends

Expected to attend corporate buildings for the purpose of meetings as and when required.

Expected to travel outside the County Borough to attend meetings with Welsh Government, partner organisations together with any other bodies where attendance at meetings outside the County Borough is appropriate.

Out of Hours Calls, site visits as necessary.

Expected to represent the Housing service at public meetings, conferences, seminars, and relevant training events as demanded

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	Basic
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	Environmental Health Registration Board

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Qualified as an Environmental Health Officer. Registered with the Environmental Health Officers Registration Board. Hold a suitable HHSRS assessment qualification.	Voting Member of the Chartered Institute of Environmental Health. Evidence of continuing professional development.
KNOWLEDGE	Knowledge of housing legislation including HHSRS assessments and worked examples. Knowledge of housing legislation specific to HMOs and appropriate guidance including LACORS. Knowledge of energy efficiency measures in domestic dwellings. Knowledge of environmental health work, especially statutory nuisance and associated legislation. Knowledge of housing legislation relating to private sector empty homes issues.	Knowledge of construction methods.

	ESSENTIAL	DESIRABLE
SKILLS	Excellent verbal and written communication skills. IT literate. Proficient in the use of spreadsheets. Ability to direct and bring projects, plans and work programmes to a successful conclusion, within a prescribed budget and/or timescale. Ability to work precisely and effectively under pressure and to deadlines. Readiness and ability to make and implement difficult decisions. Ability to relate to people at all levels and command respect. Enthusiastic self-starter able to work on own initiative. Display an objective and balanced attitude towards dealing with complaints. High standard of problem solving and decision making skills. Ability to use ICT systems and packages. Ability to prepare and present reports. Demonstrate an approach which is creative, flexible and positive.	Ability to use the database systems specified in the JD. Welsh language skills.
EXPERIENCE	Experience of working within an environmental health, private sector housing team.	Extensive experience working within an environmental health private sector housing team. Understanding and experience of dealing with complaints, HMOs, undertaking inspections, securing the return to beneficial use of empty homes, searches, licensing application and planning applications

	ESSENTIAL	DESIRABLE
OTHER	Undertake duties within a flexible working day/weekend including participating in the provision of out of hours service including weekend working. Must be willing to undertake training as and when required. Must be willing to undertake other programmed work outside normal working hours. Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work purposes to travel throughout the and transport relevant equipment. A commitment to a high quality service delivery and customer care service.	

HUMAN RESOURCES AUTHORISATION

HR OFFICER:	DATE:
Janine Harrington	16/09/2020