**Job Description**

**JOB TITLE :** Principal Environmental Health Officer (Private Sector Housing)

**GRADE :** 14

**POST NO :** 0386

**SERVICE :** Environmental Health and Licensing

**UNIT :** Private Sector Housing

**REPORTS TO :** Environmental Health and Licensing Manager

**RESPONSIBILE FOR :** All staff & budgets in the Private Sector Housing team and to deputise in the absence of the Environmental Health and Licensing Manager

**LIAISON WITH :** Elected Members; residents; officers in other departments & local authorities; a wide range of external contacts in the public, private & voluntary sectors

**PURPOSE OF JOB**

* To act as the ‘system lead’ for private sector housing, promoting & supporting a strategic approach to private sector housing issues through the use of appropriate regulatory & policy interventions and the development of partnerships with other agencies
* To lead the Private Sector Housing team in the delivery of effective, high quality & responsive services that meet political priorities and residents’ needs
* To act as the Council’s principal advisor on all private sector housing matters, working closely with elected Members to deliver key elements of the Corporate Work Programme
* To contribute, as part of the Environmental Health and Licensing Leadership Team, to the overall management of the Environmental Health and Licensing service
* To deputise in the absence of the Environmental Health and Licensing Manager

**MAIN ACTIVITIES**

1. Lead on the delivery of the Council’s core objectives & responsibilities for private sector housing, including improved standards in the city’s private rented sector & the statutory enforcement of the Housing Act 2004 and other legislation
2. Lead responsibility for delivery of the Council’s key objectives in respect of residents of mobile homes, greater levels of energy efficiency in the private housing market and a reduction in fuel poverty
3. Lead the planning, implementation, administration & enforcement of the mandatory, selective & additional HMO licensing schemes, ensuring effective take up and the achievement of agreed policy & financial outcomes
4. Leadership of the Private Sector Housing team including the development of staff, active management of income & expenditure budgets and achievement of agreed performance outcomes
5. Delivery of relevant elements of the Corporate Work Programme, in consultation with the Environmental Health and Licensing Manager & Portfolio Holder as appropriate
6. Preparation of reports, briefing notes & other material for Members and other key stakeholders as appropriate
7. Representing the Council at relevant professional, partnership and other external events, and making presentations as required
8. Lead responsibility for the Council’s implementation of the Home Energy Efficiency Act and compliance with associated statutory requirements
9. Oversight, monitoring & delivery of loan schemes for vulnerable home owners to ensure they can maintain their homes to required standards and avoid potential enforcement action
10. Management, oversight & delivery of the Disabled Facilities Grant process to ensure appropriate works are funded and completed quickly & efficiently
11. Scanning & maintaining an up-to-date awareness of the external policy & legislative environment, and ensuring the political & managerial leadership of the Council, as well as landlords, tenants and other partners, are advised of the implications & significance of any changes
12. Assist with out of hours duties as required and assisting with incidents as defined under the emergency plan. This includes coordinating with other agencies, liaising with other council departments and ensuring that the service delivers the optimal response possible to the emerging incident.
13. The postholder is responsible for the implementation of safe systems of work and the application of established health and safety procedures. The postholder must conduct regular risk assessments of their areas of responsibility, exercise such supervision and communicate such information as is necessary to ensure the heath and safety of themselves, their staff, visitors and the general public whilst in the pursuit of the Council’s undertaking.
14. Any other duties consistent with the responsibilities of a post holder operating at this level in the organisation

**DATE LAST UPDATED:** April 2018

**Person Specification**

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|  | **CRITERIA** | **ESSENTIAL/ DESIRABLE (E/D)** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS &****KNOWLEDGE** | Professional qualification in Environmental Health (i.e. MCIEH) Degree in a technical or numerate discipline or demonstrable equivalent experience in analysing data, interpreting complex information and drawing meaningful conclusions | EE | A, CA, I |
| **EXPERIENCE &****SKILLS** | Significant experience of interpreting & applying legislation & regulation in an environmental health or housing context and leading associated enforcement activity Significant experience of leading groups of professional, technical & administrative staff to achieve clear policy, performance & service delivery outcomesExperience of effectively managing & controlling large budgets & maximising incomeHighly developed communications & interpersonal skills across a range of activity, including the preparation of reports, presentations and briefing papers on complex & often contentious issues, and an ability to work collaboratively through multi-agency partnerships to achieve agreed policy outcomesExperience of policy analysis, development & implementation in an environmental health &/or private sector housing context, together with demonstrable knowledge of the current private sector housing policy landscapeDemonstrable experience of effective project management, with evidence of the successful completion of large, complex or contentious projects to time & budgetStrong commitment to equalities and an understanding of how equalities issues impact on private sector housing regulation & policyExperience of working in a political environment, ideally directly with elected MembersAbility to operate outside of specialist area and contribute to the general leadership of the wider service or organisationExcellent written and oral communication skills with ability to provide evidence-based policy advice to decision makers in report format (e.g. senior managers, external partners and Members).Good presentation skills, with the ability to present to a variety of audiences.Excellent analytical, organisational and forward planning skills, with the ability to develop strategic plans for the service over the medium term. | EEEEEEEDDEDE | A, I, RA, I, RA, I, RA, I, R, TA, I, TA, I, RA, I, R, TI, R, TI, R, TA, I, R, TA, I, R, TA, I, R, T |
| **SPECIAL REQUIREMENTS & ATTITUDE** | Ability to apply ‘critical thinking’ to problems and find workable solutions.Ability to frequently use initiative and to operate under the minimal of supervision only.Ability to prioritise own work and produce high quality, accurate work to tight timescales. | EEE | A, I, R, TA, I, R, TA, I, R, T |
| **OTHER** | Good IT skills, including Microsoft Office, similar applications and the ability to manage databases.A demonstrable commitment to equal opportunities & customer care.Knowledge of Environmental Health and the issues which affect Environmental Health policy, with awareness of the challenges facing local government.Knowledge of health and safety at work legislation & principles and how they are applied to staff and the service, in the context of an employer. | EEEE | A, I, RA, I, R, TA, I, R, TA, I, R, T |

**COMPLETED BY:** Environmental Health and Licensing Manager

**DATE:** April 2018

**CATEGORY:** A – Application, C - Certificates, T – Testing, I – Interview, R - Reference