**Job Description**

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

**GRADE :** 9

**POST NO :** 0381

**SERVICE :** Environmental Health and Licensing

**UNIT :** Private Sector Housing

**REPORTS TO :** Principal Environmental Health Officer (Private Sector Housing)

**RESPONSIBILE FOR :** None

**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**

Using discretionary and statutory powers, to work with all sectors of the community and with internal and external partners, to maintain and improve the quality and safety of residential properties, including residential mobile home sites and HMO licensing, for those people who live in, work in or visit the City.

To assist the Principal Environmental Health Officer in providing a regulatory service and carrying out the Council’s statutory duties

**MAIN ACTIVITIES**

1. The investigation of complaints relating to residential accommodation including mobile home sites.
2. To respond appropriately to requests for service in accordance with national and internal guidance and procedures
3. The inspection of private sector housing, including houses in multiple occupation, in order to undertake risk assessments based on the Housing Health and Safety Rating System and other appropriate standards in order to establish the most satisfactory course of action in respect of enforcement.
4. The preparation and enforcement of statutory notices taking any action appropriate.
5. The monitoring of works being undertaken as a result of legal action.
6. The collection of evidence associated with contraventions of the legislation enforced by the Unit for use in court proceedings.
7. To attend court proceedings or other enquiries on behalf of Exeter City Council when required to do so
8. The administration of the Councils HMO licensing / accreditation scheme
9. To appropriately respond to consultations from other sections within Exeter City Council and with external agencies in accordance with policies and procedures
10. To undertake research, monitoring and provision of information and statistics as may be required to fulfil the duties required by the section
11. To prepare and present reports on any aspect of the service to internal and external clients
12. To represent the Section/Authority at meetings, committees and other groups
13. To undertake any other duties that may be assigned from time to time by the Service Lead – Private Sector Housing
14. To implement the Council’s Health and Safety Policy within the Private Sector Housing section.
15. Prepare, organise, conduct and assist with information / educational campaigns as part of a preventative approach to Environmental and Public Health issues
16. To assist in staff and any future student training programmes
17. To assist with out of hours duties as required
18. To carry out other duties as are requires from time to time which are appropriate to the grade of the post

**DATE LAST UPDATED:** May 2018

**Person Specification**

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|  | **CRITERIA** | **ESSENTIAL/ DESIRABLE (E/D)** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS &**  **KNOWLEDGE** | BSc/Diploma in Environmental Health and EHORB Certificate of Registration.  Additional professional qualification e.g Diploma in Acoustics, Diploma in Air Pollution Control or equivalent relevant qualification. | E  D | A,I, C  A, I, C |
| **EXPERIENCE &**  **SKILLS** | Practical experience in general environmental health enforcement  Practical experience of researching, preparing and conducting environmental health campaigns/educational initiatives  Possess good inter-personal, communication and presentation skills  Good IT skills, including Microsoft Office and similar applications  Experience of providing evidence-based policy advice to decision makers  Ability to produce high quality, accurate work to tight timescales  Knowledge of Environmental Health and the issues which affect Environmental Health policy | E  E  E  E  E  E  D | A, I, R  A, I, R  A, I, R  A, I, R  A, I,R  A, I, R  A, I, R |
| **SPECIAL REQUIREMENTS & ATTITUDE** | A positive, flexible and enthusiastic approach to work with the ability to inspire and enthuse a team in a “can do approach” to service provision.  Self motivated to carry out duties with the minimum of supervision  Ability to influence and communicate at all levels across the Council.  Equitable and fair  Ability to deliver the service in an innovative way | E  E  E  E  D | A, I, R  A, I, R  A, I, R  A, I, R  A, I, R |
| **OTHER** | Appropriate personal appearance  Sound standard of health to enable the post holder to fulfill the range of duties expected of the post  Full driving licence  Be prepared to work out of hours when required | E  E  E  E | A, I, R  A, I, T, R  A, I, C  A, I, R |

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

**DATE:** May 2018

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