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| **Department** | **ADULTS** |
| **Job Title** | **ENVIRONMENTAL HEALTH OFFICER – HOUSING STANDARDS** |
| **Grade** | **H** |
| **Primary Purpose of Job** | **To undertake a wide range of advisory and enforcement activities in relation to the private rented sector covering both single dwellings and HMOs. You will have the opportunity to be involved in a variety of work including complaint investigations, HHSRS inspections, rogue landlord activities, empty homes, HMO licensing and elements of Statutory Nuisance.** |
| **Reporting To** | **Housing Standards Manager** |
| **Direct Staffing Reports** | **NA** |

**Main Duties**

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| 1. | To undertake specific duties/projects allocated and/or detailed in work programmes and the Unit’s Business and Service Action Plan. |
| 2. | To instigate informal and formal enforcement action, as necessary, including the preparation of cases for legal proceedings and attendance at Court and Tribunals as required. To include acting as an expert witness. |
| 3. | To prepare reports and responses as required or directed and to represent the Service as required at committees, meetings, seminars and joint liaison bodies. |
| 4. | To assist in the promotion of Community Housing Services and to provide training on relevant housing and public health matters as directed. |
| 5. | To undertake investigations, inspections, assessments, sampling, and the gathering of evidence as required to meet work programmes. |
| 6. | To provide advice, information and deliver educational initiatives to internal and external partners, the public and other agencies relating to housing standards matters. |
| 7. | To maintain an up to date working knowledge of appropriate legal and technical developments relating to housing standards. |
| 8. | To utilise available new technology in the recording of data, preparation of documents, reports, presentations and in communicating with the Council and with other organisations.  |
| 9. | To provide technical advice / inspections to support empty homes and private rented sector accreditation operational activity. |
| 10. | To undertake and carry out such other duties as may be necessary for the efficient and effective operation of Community Housing Services’ displaying at all times an open minded and flexible attitude to the continually changing environment and Service demands. |
| 11. | To generally assist Senior Management in all aspects of the Services’ work and to be available, when required, to undertake necessary out of hours work including responding to any emergency situations and covering other service areas.  |
| **Date job description ~~prepared/~~updated** | **April 2021** |
| **Job description prepared by:** | **Housing Standards Manager**  |

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| **Department** | **ADULTS** |
| **Job Title** | **Environmental health officer** |
| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Knowledge of current legislation relating to Environmental Health matters, particularly in the area of housing and public health | Application Form/Interview & Test |
| 2. | The ability to provide appropriate advice on a variety of Environmental Health matters and to promote public awareness. | Application Form/Interview & Test |
| 3. | Ability to make appropriate decisions, that resolve problems identified by exploring and considering a range of options and solutions in line with Policy and Procedures of Housing Standards. | Interview & Test |
| 4. | Ability to communicate effectively both verbally and in writing with a variety of audiences in order to influence and change behaviour and ensure compliance and appropriate. | Interview & Test |
| 5. | The ability to work as part of a multidisciplinary team, to work on one’s own initiative, to lead on identified projects with minimal supervision and, to prioritise own workload. | Application Form & Interview |
| 6. | Demonstrate effective investigatory skills in order to accurately collect and record information and evidence in accordance with PACE. | Application Form/Interview & Test |
| 7. | Demonstrate effective ICT awareness and skills, in order to create and utilise a variety of ICT Packages. | Interview & Test |
| 8. | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Diploma, degree or MSc in Environmental Health, together with a certificate of registration of EHRB (formerly EHORB) or equivalent | Application Form/Certificates |
| 2. | Experience of effective enforcement activity in accordance with national guidance. | Interview |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service. | Interview |
| 4. | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Application Form/Interview |
| 5. | This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods.  | Interview  |

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| **Stage Two** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Experience of working to a quality system | Interview |
| 2. | Experience/knowledge in the specialised subject. | Application Form & Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Post graduate qualifications in subjects related to the duties of the post | Application Form & Certificates |
| 2. | Relevant ICT qualifications | Certificates |

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| **Date Person Specification updated:**  | **29th April 2021** |
| **Person Specification prepared by:**  | **Housing Standards Manager** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





