

Job specification



Job title: Environmental Health Officer
Service: Strategic and Private Sector Housing
Grade: 9
Reporting to: Housing Standards Manager

Your job

As an Environmental Health Officer, you will be a key part of the Private Sector Housing Team providing a critical service to support our commitment to tackling housing standards enforcement and using civil penalties within the borough.

You will provide advice and guidance on the full range of environmental and Housing related legislation to property owners, residents, tenants, and landlords, investigate breaches of legislation and undertake inspection and enforcement activity in accordance with the Housing Standards Enforcement policy and Empty Homes Strategy

You will work with colleagues and partners, both internal and external to the Council to undertake the full range of professional Environmental Health duties relating to residential premises within the Strategic and Private Sector Housing team and maximise the outcomes of the services provided.

You will work with colleagues in the team to build evidence files and support enforcement of housing Standards and empty homes within the borough.

Weekend and/or evening work may be required on occasions subject to service needs.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Inspect as required, any premises for any purpose appropriate to the aims of the service. Carry out surveys involving residential premises including the environmental conditions emanating from or appertaining to them.
- Work with owners of long-term empty properties and take appropriate informal and formal enforcement action when required.
- Prepare reports on residential premises and/or any condition relating to them or emanating from them.
- Investigate complaints which fall within the responsibilities of the directorate and initiate any appropriate action including the service of Statutory Notices under the appropriate legislation.
- Inspect residential premises and Houses of Multiple Occupation on a planned programme, reactive basis or as directed by the Housing Standards Manager.
- Ensure service requests are responded to in a timely, appropriate manner, and investigate any breaches of housing and environmental related regulations.
- Investigation of Environmental Health and Housing complaints which fall within the responsibilities of the section, general housing compliance, notice of entry for gas servicing, compliance of EPCs and take any action required.

- Strong interpersonal skills and the ability to work effectively with other colleagues, businesses, residents, and partners.
- Inspect properties using Housing Health and Safety Rating System (HHSRS).
- Inspect and process applications in connection with grants, loans, licensing, registration, or consent undertaken by the directorate in accordance with relevant legislation, Government guidance and Council Policy.
- Investigate any infestation or insanitary conditions and initiate the appropriate action including service of Statutory Notices or legal proceedings.
- Prepare legal proceedings and give evidence in court, at public enquiry, Tribunal etc.
- Provide professional advice and assistance to other Directorates, professions, trades, and the public as necessary.
- Attend court in support of enforcement action as required.
- Work with statutory organisations, authorities, interested parties and other groups, as required to fulfil the functions of the team.
- Provide professional advice and interpretation of existing and new subject papers and legislation. Keep up to date with technical and legal knowledge necessary for the effective performance of the duties of the post.
- Sign letters and formal notices in accordance with the postholders authorisation and the policies of the director.
- Maintain records and registers relevant to the sections work.
- Co-operate and consult with internal and external colleagues to secure and provide mutual support for joint initiatives that contribute to supporting and improving housing Standards.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

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- Degree in Environmental Health (or equivalent) and a Certificate of registration with the EHRB (or equivalent).
- Evidence of continuous professional, business, and managerial development through the production of the relevant CPD records and plans.
- Experience with the Housing Health and Safety Rating System, gas, and electrical safety awareness
- Excellent knowledge of issues relating to environmental health and other regulatory functions, criminal enforcement, and applicable legislation.
- Experience in investigation and actioning of service enquiries relating to Environmental Health Functions (including enforcement using statutory notices and other legal processes).
- Experience of developing and implementing projects and initiatives to improve regulatory compliance.
- Experience of working effectively with a range of internal and external partners to maximise outcomes.
- Experience of effectively working to associated service/team plans and achieving clear quality standards, targets, and outcomes, including working with senior managers and partner organisations.
- Evidence of effectively contributing to service performance improvements.
- A good understanding of the use of new technologies in improving services, and modernising working processes.
- Ability to research, analyse, interpret, and present information to a wide range of audiences, including the interpretation of complex legislation and analysis of data.

- Excellent interpersonal skills and the ability to work effectively with other colleagues, businesses, residents, and partners.
- Ability to present information clearly, concisely, and accurately, including the preparation of legal files and reports.
- Good planning and organisational skills, including prioritisation and self-monitoring of workload to ensure optimum efficiency and effectiveness of the team.
- Ability to work flexibly in line with business demands, including outside of normal working hours.
- Ability to carry work related, portable equipment, some of which may be relatively bulky and/or heavy.
- Holds a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Team Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently


Be Kind... be helpful, generous and thoughtful towards yourself and others

#TeamWiganDeal


Together we will


Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

We will


 Genuinely care for you and your wellbeing.

 Champion a culture that inspires you to thrive.


 Listen and engage with you to bring your ideas to life.


 Celebrate your contribution and support you to reach your goals and aspirations.

I will

 Look after my wellbeing and be kind to myself and others.

 Work with others across #TeamWigan to be courageous, innovative and embrace technology.

 Share my ideas and be accountable for making things happen.

 Own my development and let my passion and positivity shine through.