



## **Job Description**

**Post Title:** Environmental Health Officer (Private Sector Housing)

**Service:** Housing

**Grade:** 7

**Responsible To:** Private Sector Housing Manager

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### **Job Summary:**

- Provision of advice about housing standards to tenants and landlords.
- Enforcement of housing and public health legislation to ensure the safety and health of residents.
- Licensing of houses in multiple occupation and enforcement of standards
- Delivery of national and local energy efficiency schemes in private sector housing
- Proactive work to ensure minimum energy efficiency standards are met within the private rented sector.
- Caravan site licensing.
- Assist in the delivery of mandatory Disabled Facilities Grants and discretionary housing assistance schemes in line with national legislation and local policy, working with partners to process and approve applications.
- Co-ordinate work to reduce the number of empty properties in the Borough.

### **Main activities:**

1. Investigate complaints in relation to housing conditions in the private sector, survey and assess housing conditions and instigate enforcement action when necessary, according to legislation, statutory guidance and the Private Sector Housing Enforcement Policy.
2. Undertake Housing Health and Safety Rating System (HHSRS) inspections, make judgements to assess the severity of hazards, and prepare, serve, and enforce legal notices, cautions, civil and financial penalties and prosecutions, attending court and tribunals to provide evidence if required.
3. Lead on the licensing of houses in multiple occupation and enforcement of management standards.

4. Manage building works and contracts required to carry out works in default, including preparing specifications, obtaining estimates or tenders, supervising and approving building works, making payment and recharging costs.
5. Maintain a current and comprehensive knowledge of legislation, guidance and best practice.
6. Support the Manager in the review, updating and production of policies, procedures and other formal written documentation.
7. Assist in the delivery of grants and financial assistance in line with the Housing Assistance Policy, including mandatory disabled facilities grants. Process and approve grants and assistance and ensure a robust completion procedure.
8. Provide expert advice and information on all areas of private sector housing ensuring that information provided to stakeholders and customers is current including relevant pages of the Council's website and other social media channels.
9. Collate statistics for the purpose of monitoring and complete all relevant returns.
10. Monitor and inspect caravan sites and licence any new sites, to ensure compliance with relevant legislation.
11. Investigate allegations of unlawful eviction and harassment and take appropriate action.
12. Coordinate and contribute to work to bring empty homes back into use.
13. Provide supervision and practical training to student Environmental Health Officers, and Private Sector Housing Officers.
14. Other general duties. Ensure both the post-holder and staff for whom the postholder is responsible, are compliant with all relevant Council policies and health & safety legislation. Undertake all other duties as directed by the Housing Services Manager.
15. Participate in the Environmental Health and Housing emergency duty rota and take on appropriate Emergency Plan responsibilities, assisting as required if an Emergency Plan is implemented.
16. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

**NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with service needs, some tasks may need to change, and any changes will be made in consultation with the postholder.**