



## Environmental Health Officer (Private Sector Housing)

### Job Description and Person Specification

<b>Directorate:</b>	Communities	<b>Service:</b>	Private Sector Housing
<b>Responsible to:</b>	Housing Services Manager	<b>Responsible for:</b>	1 x FTE Housing Technician (see key tasks)
<b>Grade:</b>	9		
<b>Location:</b>	Civic Centre, Poulton-le-Fylde		

#### Job Purpose:

To work under the direct supervision of the Housing Services Manager for the enforcement of all matters relating to the inspection of houses in the private sector within the Borough in accordance with statutory requirements, housing standards, Council policies, and Directorate plans.

#### Key Tasks & Responsibilities:

- To interpret, implement and enforce a wide-range of housing, nuisance and other related legislation to deal with poor private rented sector housing conditions and meet the aims and objectives of the Council and improve the health and well-being of residents in the Borough.
- Complete risk based inspections and interventions in relation to complaints about disrepair, overcrowding and other substandard living conditions.
- To inspect houses, including Houses in Multiple Occupation, within the private sector using the Housing Health and Safety Rating System to assess compliance with the Housing Act 2004 and other relevant legislation.
- Prepare and serve formal notices under the Housing Act 2004 and other relevant legislation ensuring that the Council's policies with regard to standards in the private rented sector are effectively implemented.
- Provision of advice to tenants and the public on housing and nuisance legislation.

- To advise landlords and letting agents on the requirements of legislation and how to comply with those requirements.
- To prepare and collate evidence and statements to support complex investigations and legal proceedings in accordance with the rules of criminal investigations (e.g.- PACE, CPIA and RIPA) and internal quality systems. To give evidence as a professional witness in court and at First Tier Property Tribunals.
- Provide specialist advice, training and assistance to other members of the team, including the coaching and mentoring Housing Technicians and students undertaking the Environmental Health professional training programme.
- To assist in the identification, licensing and monitoring of HMOs and other licensable properties within the district.
- To effectively utilise, manage and maintain all case management systems, records and statistical data in line with Council policy.
- To plan and co-ordinate the work of a FTE Housing Technician.
- To carry out all reasonable duties and tasks that may be necessary or appropriate to ensure that Housing Services objectives are met.
- To undertake any other duties required which are appropriate to the duties and grading of the job, in order to achieve flexibility of the work as a whole and to cover for sickness or holidays, subject to the provisions of the National Scheme of Conditions of Service.
- To relate any specific problem or difficulty to the Housing Services Manager for clarification and assistance if required.
- To attend as directed any internal or external training seminars or similar commensurate with the range of duties undertaken.

### **Corporate Responsibilities:**

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.

- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/DESIRABLE	ASSESSMENT METHOD
Degree or diploma in Environmental Health with an EHRB certificate	<b>Essential</b>	Application/Interview
Membership of the Chartered Institute of Environmental Health	<b>Desirable</b>	Application/Interview

SKILLS	ESSENTIAL/DESIRABLE	ASSESSMENT METHOD
Effective written and oral communication and negotiation skills	<b>Essential</b>	Application/Interview
Good interpersonal skills	<b>Essential</b>	Application/Interview
Organisational ability including skills in; effective case management and resolution, record keeping, prioritisation and scheduling	<b>Essential</b>	Application/Interview
Good technical knowledge of housing issues and legislation	<b>Desirable</b>	Application/Interview
Ability to improve service quality and support a culture that drives up standards and performance	<b>Essential</b>	Application/Interview
Computer skills sufficient to maintain computer based information systems and to assist in the analysis and presentation of information	<b>Essential</b>	Application/Interview
An understanding of equal opportunities issues and a commitment to the Council's equal opportunities policy	<b>Desirable</b>	Application/Interview
Ability to undertake risk assessments to ensure that all reasonable steps are taken	<b>Essential</b>	Application/Interview

to protect health, safety and welfare of yourself and all other employees		
Report writing skills	<b>Desirable</b>	Application/Interview

<b>EXPERIENCE</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
An understanding and awareness of issues relating to the enforcement standards in the private rented sector	<b>Desirable</b>	Application/Interview
Post qualification practical experience relating to housing enforcement and the application of the Housing Health & Safety Rating System	<b>Desirable</b>	Application/Interview
Supervisory experience	<b>Desirable</b>	Application/Interview
Experience of inspecting Houses in Multiple Occupation	<b>Desirable</b>	Application/Interview
Use of information technology to enhance the delivery of services and E-government requirements (including Word, Excel and Outlook), and specialist packages such as Uniform	<b>Desirable</b>	Application/Interview
Experience of working effectively with a range of agencies, e.g. Fire and Rescue Services, Social Services housing providers and Voluntary and Community Faith Sector organisations	<b>Essential</b>	Application/Interview

<b>ADDITIONAL REQUIREMENTS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
A full valid driving licence.	<b>Essential</b>	Application/Interview
Own car for business use	<b>Essential</b>	Application/Interview
When required available to work outside core hours	<b>Essential</b>	Application/Interview
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	<b>Essential</b>	Application/Interview
Regular and Reliable Service	<b>Essential</b>	Application/Interview

Demonstrate behaviours that support our values	<b>Essential</b>	Application/Interview
------------------------------------------------	------------------	-----------------------

**Our Values are key to delivering our vision, plans and strategies.  
All Behaviours listed are essential to the post.**

			
<b>Professional</b>	<b>Innovative</b>	<b>Collaborative</b>	<b>Customer focused</b>
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> <li>• Have pride in how we represent the council</li> <li>• Treat people with respect and consideration</li> <li>• Are conscientious and carry out our work to a high standard</li> <li>• Carry out our work activities in an honest and ethical manner</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively embrace change and learn from our mistakes</li> <li>• Challenge and constructively question existing processes</li> <li>• Make best use of our resources to provide excellent services</li> <li>• Encourage creative thinking with colleagues and peers</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively with colleagues and stakeholders</li> <li>• Develop productive relationships and achieve the best results</li> <li>• Recognise and embrace the knowledge and skills of others.</li> <li>• Embrace the concept of one team one council and all work together</li> </ul>	<ul style="list-style-type: none"> <li>• Strive to provide excellent services</li> <li>• Understand our customers' needs and consider things from their perspective</li> <li>• Effectively communicate and manage expectations</li> <li>• Actively seek ways to maximise customer satisfaction</li> </ul>

**Special Conditions:**  
(e.g. Weekend work, shift allowance, car/mileage allowance)

- Full UK driving licence.
- Occasional requirement to work outside the Council's normal working day for which time off in lieu will be granted.
- You will be required to undertake an Enhanced DBS Check.
- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

**Prepared by: David McArthur**

**Date: January 2026**

**Post Holder Signature:**

**Date:**