

London Borough of Lambeth

Job Description

Job Title:	ENVIRONMENTAL HEALTH OFFICER
Grade:	(PO2/PO3/PO4)
Department:	Neighbourhoods and Growth
Division:	Housing Needs
Sub-division:	Property Standards and Enforcement Services
Responsible to:	Environmental Health (Team Manager)
Responsible for:	N/A

Main Description

To improve the private sector housing stock by responding to complaints, giving advice, carrying out inspections and where necessary enforcing provisions of legislation relating to private sector housing and public health issues.

To deliver a customer focused, high quality service in accordance with the agreed service specifications, business plan, service level agreements and the requirements of legislation, delegated powers, Council policy and Standing Orders and officer codes of practice.

To liaise with staff in the Housing Division with respect to the enforcement of housing standards in private sector accommodation, including accommodation, used by the Council to temporarily accommodate homeless persons.

Key Responsibilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties, which may be required from time to time.

This is a career graded post. The post holder will receive annual increments to the top of each grade and will be considered on an annual basis for progression to the next grade. The post holder will be required to demonstrate through the appraisal process and additional skills gained through training and experience and will be expected to take on work of increasing complexity and to work with a decreasing level of supervision.

P02 – Environmental Health Officers

1. To be part of a team and manage a caseload with the collective responsibility of meeting team targets and service objectives, in relation to :
 - Disrepair
 - Houses in Multiple Occupation including Licensing
 - Private Sector renewal grants or loans
 - Overcrowding and Directions Orders
 - Empty Homes initiatives

- The investigation and resolution of various classes of Statutory Nuisance and Public Health complaints
 - Housing and other relevant Legislation in relation to Private Sector Housing Stock
 - Supporting the Council's Energy Efficiency Strategy
2. Dealing with service requests and giving advice to tenants, occupiers and landlords as appropriate.
 3. Carrying out such specific investigations and surveys as may be assigned.
 4. Including advising on Housing standards enforcement and standards in houses in multiple occupation, hostels and bed and breakfast accommodation
 5. To carry out reactive and proactive work in respect of all types of Houses in Multiple Occupation, including work involved in the implementation of the Council's Mandatory HMO licensing scheme.
 6. To initiate and carry through enforcement action in respect of all legislation within the remit of the Environmental Health Section, and to attend Court and represent the Council in enforcement proceedings if necessary, as directed by the Business Unit Leader (Environmental Health) or the Head of Service.
 7. To apply the Housing and Health Safety Rating System (HHSRS) to dwellings and make judgements as to the most appropriate course of action. Prepare specifications of work/notices and interpret plans etc on site.
 8. To prepare and process all forms of internal and external correspondence.
 9. To prepare specifications of works, comment on tendered details as requested, supervise works on site and certify satisfactory completion in respect of works being undertaken by contractors appointed by the Council.
 10. To be involved in the implementation of policy decisions relevant to team.
 11. Liaise with relevant internal and external partners, such as Housing Options and Advice, Fire Authority, Building Control and Planning Officers, on matters relating to private sector housing, and using their resources and expertise where necessary.
 12. To maintain adequate and proper records of work carried out using the Council's manual and IT based systems, and to prepare reports as required.
 13. To develop and maintain an awareness of the geography of the Borough.
 14. To give advice in respect of planning applications in relation to environmental health and associated legislation.
 15. Maintain working knowledge of relevant legislation, regulations technical developments and good practice and of national policy in respect of Environmental Health function.
 16. To liaise and exchange information with other Council employees, Members or representatives of outside bodies.

Additional duties for PO3 level officer

17. To have a detailed understanding of housing enforcement, regulation and related law.
18. To undertake and manage project based work as required.
19. To originate and develop to completion reports on individual schemes of work or matters relating to activity and performance for the of Environmental Health work.
20. To direct student Environmental Health Officers and other persons while assigned to the post holder for training purposes.

Additional duties for PO4 level officers

21. Instruct the Council's Legal Services in respect of enforcement action; prepare evidence and process cases for legal proceedings, including Court appearances.
22. To carry out the full range of designated Environmental Health Service work, as required by the Service Unit.
23. Develop expertise on a specialist area of environmental health work and update staff on area of expertise.
24. To co-ordinate the self monitoring activities governing the work of the Service Unit and to attend meetings as its representative when required.
25. To assist in the development, collection and monitoring of performance data for the Environmental Health Services, ensuring agreed performance measurements and targets are achieved, taking part in benchmarking activities or service reviews as appropriate.
26. To assist in the development of procedure in respect of the Service Unit.

General Duties

27. To carry out all duties in accordance with the Council's policies covering Equalities and Customer Care.
28. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relationships.
29. Take responsibility, appropriate to the post, for ensuring compliance with council policies and procedures aimed at promoting and safeguarding the welfare of vulnerable children and adults'.
30. To actively promote and uphold the councils code of conduct, Behaviours, Priorities and service standards.
31. Undertake other duties appropriate to the grade as directed by management.

Out of hours working

32. The post holder may be required to work a proportion of their working hours outside normal office hours in accordance with a scheme for the Unit. If required to work in accordance with this scheme the appropriate salary enhancement will be paid.

The post holder is required to hold a valid Enhanced Disclosure from the Disclosure Barring Service (DBS)

Person Specification
Environmental Health Officer (PO2/PO3/PO4)

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Qualification	Q1	<p>To hold an appropriate Environmental Health Registration Board approved Academic Qualification e.g. MSc Environmental Health, BSc (Hons) Environmental Health.</p> <p>To enable full registration with the Environmental Health Officer Registration Board (EHRB)</p>	✓A
	E1	Fully meet the relevant competency requirements of housing, environmental health, statutory nuisance and related legislation.	✓A
	E2	Experience of working within a local authority Environmental Health Service	✓A
Key Knowledge and Abilities	K1	Good working knowledge of main functions of a local authority and role of Environmental Health and housing legislation with particular reference to private sector housing issues including housing renewal and empty property work.	✓A
	K2	Ability to investigate possible breaches of legislation by determining the relevant facts and deciding upon an appropriate course of action	✓A
	K3	Ability to apply the housing and health safety rating system (HHSRS) to dwellings and make judgements as to the most appropriate course of action. Prepare specifications of work/notices and interpret plans etc on site.	✓A
	K4	<p>To undertake the following functions as an accredited representative of the team</p> <ul style="list-style-type: none"> • The preparation and serving of notices and intimations; • Carrying out compliance re-visits and abating/withdrawing/amending actions 	✓A
	K5	<p>PO2 Level</p> <p>Direct evidence of knowledge in the application of legislation, policy and practice within the Environmental Health and wider enforcement services.</p>	✓A
		For PO3 level all above and the following two criteria	
	K6	PO3 Level	

		Direct evidence of expert knowledge of professional practice and procedure in terms of Housing and Public Health enforcement.	
	K7	PO3 level Ability to deliver service independently with minimal support from senior officers	✓A
		For PO4 level all above and the following criteria	
	K8	PO4 Level An excellent working knowledge of the legislation, statutory guidance, circulars, and technical literature relevant to the services provided by private sector housing teams.	✓A
	K9	PO4 Level Proven ability to prepare technical reports proofs of evidence, briefing notes and correspondence for moderately complex issues within the service area with minimal support from lead officers.	
	K10	<u>Information technology skills</u> Competent in the use of standard Office based computer systems and a range of common software applications and other information management systems. Ability to produce a range of documents using modern word processing software and understand a range of appropriate software applications. Ability to interrogate, input routine data and extract reports from a management information system.	
Key Behaviours		Focuses On People: Is about considering the people who our work affects, internally and externally Treating people fairly and improving the lives of those we impact. Putting people at the heart of our work, after all that's our business. It's about making our process fit for people. <ul style="list-style-type: none"> • Ensuring that people are treated equally and take time to listen to their needs. • Being open flexible and available. • Respecting team goals and supporting new members. • Providing support, advice and guidance. 	
		Takes Ownership: Is about being proactive and owning our personal objectives. Is about seizing opportunities and, drives excellence, engaging with the council's objectives and furthering our professional development. <ul style="list-style-type: none"> • Taking ownership of my task breaking it down, engaging with person involved, and reflecting if there is a more efficient way of achieving it. 	

		<ul style="list-style-type: none"> • Going the extra mile, valuing success, being proactive and knowledgeable and taking and the initiative. • Working with the team and service areas to achieve positive outcomes and develop personal capabilities. • Actively engaging in one-to -ones, appraisal process and team meetings. • Take opportunities to learn new skills and develop ourselves. 	
		<p>Works collaboratively:</p> <p>Is about helping each other, developing relationships, and understanding, other people’s roles. It about working together. With colleagues, partners, and customers to earn their respect, and get the best results.</p> <ul style="list-style-type: none"> • Finding out what other colleagues do and working closely with them. • Networking with other teams • Being a good team player and stepping in to assist relevant networks and groups. • Being approachable listening and building constructive honest relations. • Regularly sharing success stories that lead to good outcomes. 	
		<p>Communicates Effectively:</p> <p>Is about how we talk, write and engage with other. It’s about using simple clear and open language to establish positive relationships with others. It’s about how you listen and make yourself open to conversation.</p> <ul style="list-style-type: none"> • Braking down our ideas to create a better understanding communication between division and send users- simple is best to communicate well. • Taking the message to the audience, ensuring that everyone can access the information. • Listening for information from my manger and the council that can impact on your work. • Sharing and passing vital and new information and reflecting back understanding. • Escalating issues and opportunities straight away, ensuring risks are managed. • Consider the use of interpreters and translators where needed. 	

		<p>Focuses on Results:</p> <p>Is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right results and changing things for the better.</p> <ul style="list-style-type: none"> • Getting my work done to the best of my ability with the resources and finance we have. • Thinking in relation to the Borough plan, working well with colleagues to get good results. • Making sure I understand my objective and what I need to do. • Working with my manager to develop my skills and knowledge. • Keeping my manager informed of my progress. • Looking for opportunities to move forward. • Alerting my manager when I need support. • Delivering projects on time and within budget. • Thanking about partnerships and the resources need for them. 	
Special Requirement	SR 1	Be able to participate, as required, in out of hours and emergency control situations.	✓A
	SR 2	Hold a current full driving licence	✓A

Successful candidates will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Further information about the Disclosure can be found at www.dbs.gov.uk