

Specific Role Profile Environmental Health Officer (Housing)




Job Purpose:

The purpose is to deliver a range of services for the Environmental Services Section of the Communities department; primarily environmental health, private sector housing standards and renewal, affordable housing, supported housing and homelessness, health and safety, and health promotion. This post is a professional position within the Council.

Key Responsibilities of the post:

1. Identification, inspection and enforcement of Houses in Multiple Occupation
 - To identify and risk assess HMOs in the district
 - To liaise with the Fire Authority to ensure compliance including for Means of Escape
 - To undertake enforcement action where necessary
2. To take lead responsibility for the production of the Council's Housing Renewal Policy and any other strategies and policies that sit within the responsibility of the post.
3. To keep the Housing Services and Health Manager fully informed of any new legislation or policy relating to the remit of the post and its potential impacts on the district.
4. To undertake work to understand local housing conditions including the procurement of House Condition Surveys.
5. To be responsible for the production and delivery of the Council's Empty Property policies.
6. To work closely with the Housing Technical Officer in the delivery of their work ensuring that the HTO is offered the professional advice and support they require to undertake their work.
7. To undertake enforcement action on unsatisfactory housing as required.
8. To manage requests for service from customers, Housing Associations and Statutory Authorities.
9. To be responsible for applying the Housing Health and Safety Rating System.
10. To advise colleagues and customers on emerging private sector renewal issues, including energy efficiency.
11. To undertake as required statutory responsibilities across a range of environmental health functions delivered by Environmental Services including Housing, Enforcement and Health and Safety.

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12. Ensure standards set by regulatory agencies such as FSA, EA, HSE and HCA are met.
 13. Develop effective working relationships with key agencies locally and nationally, and other delivery bodies;
 14. Implementing corporate policies and plans and delivering and promoting the Council's vision and ambitions;
 15. To provide support and advice to elected members, in particular the Housing and Health Portfolio Holder on legislative, technical and policy issues.
 16. Monitor developments in environmental services policy and practice and provide advice and support to the relevant Portfolio Holders, Directors and Heads of Service;
 17. Maintain and promote good internal/external relations; and to represent the Council on relevant external bodies.