# Job description

Post title: Environmental Health Officer

Service area: Public Protection and Regulatory Services

Grade: PO2-PO4

Reports to: Environmental Health Manager

Your team: Residential Environmental Health

Number of supervisees: none

Our ambition

We’re determined to make Islington more equal. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

Our values and behaviours

‘Be Islington’ is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to ‘Be Islington’ – playing their part in working together for a more equal borough and to always be collaborative, be ambitious, be resourceful, and be empowering (‘CARE’).

Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a more equal borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a more equal workplace and foster a culture which empowers all staff to challenge inequality.

Equality is at the heart of what we do. We want to celebrate and embrace our differences by:

* Ensuring our workforce is representative of the people we work on behalf of, our residents
* Creating equitable working environments and diverse teams
  + Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
  + Getting to know people and their differences
  + Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures

## Key responsibilities

The post holder will be responsible for securing improvements to standards and management in privately rented housing through investigation, engagement and enforcement. The role will require the post holder to survey privately rented properties to identify housing defects, undertake a comprehensive risk assessment of hazards and specify the most appropriate remedial action.

You will be required to utilise your expert knowledge of Housing Act and other relevant legislation to identify the most appropriate enforcement action to secure compliance with legal requirements. You will also be required to collate and present evidence in court and defend council decisions at the Residential Property Tribunal. As an experienced enforcement officer, you will be authorised to undertake the full range of enforcement powers, including Improvement and Prohibition Notices, Prosecutions and Civil Penalty Notices.

You will manage a mixed caseload of reactive service requests, planned licensing verification and monitoring activities, unlicensed and rogue landlord investigations. You will collect, use and analyse data to support interventions and maintain comprehensive records of actions and decision making.

You will need to establish good working relationships with tenants, landlords, builders, managing agents, lawyers as well as other council officers to achieve the best outcomes for private renters.

Responsibilities will include:

1. Dealing with service requests, including complaints in a timely manner, and take appropriate follow up action.
2. Carrying out inspections of properties, identify deficiencies and assess hazards to health and safety.
3. Using enforcement powers as authorised including service of notices, simple cautions, civil penalty notices and prosecutions.
4. Securing improvements to standards and management in private rented housing.
5. Dealing with property licence applications
6. Providing expert advice to landlords, agents, tenants and other relevant people.
7. Investigating unlicensed HMOs and other privately rented properties covered by either mandatory licensing or the additional and selective licensing schemes.
8. Maintaining an up-to-date comprehensive record on all aspects of work, including inspection records and follow up action.
9. Using data and intelligence to support service objectives
10. Carrying out duties in accordance with legal requirements, guidance issued by external agencies and internal procedures.
11. Collecting, preparing and presenting evidence at court hearings and residential property tribunals
12. Maintaining good working relationships with internal and external agencies, landlords, partners and private renters.
13. Providing professional, expert support and advice and represent the team at meetings, working parties and inter-agency groups.
14. Maintaining professional competency and keep up to date with environmental health legislation, codes of practice and technical requirements relevant to the post
15. Holding a general knowledge of other areas of specialism within environmental health and be able to undertake those functions if required or move teams or assist with other teams.
16. Participating in the operation of the service including developing policy and practice, awareness raising activities and projects
17. Using IT to optimise efficiency, including electronic data capture during inspections and site visits.
18. Contributing to training and development of less experienced officers and provide work shadowing opportunities for trainees.
19. Representing the team at meetings, working parties and inter-agency groups.
20. Keep up to date with modern day slavery, safeguarding and MEEC policies and use reporting procedures as appropriate
21. Ensuring legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.
22. Working occasionally outside normal office hours
23. Assisting and deputising for the Environmental Health Manager
24. Such other minor and non-recurring duties appropriate to the post

## Work style

This is a front facing role, requiring up to 3 to 4 days per week working on the borough undertaking inspections and visits. The post holder will have regular in person contact with team members but some activities can be performed remotely or at home.

The post holder may be required to work outside normal office hours, either early morning, evenings, weekends and occasional public holidays in order to meet service requirements. They will also be expected to work remotely in the field, in some locations that may be in poor, overcrowded and unsanitary conditions.

The office and homeworking activity will require periods of extended reading, screen time and typing. They will also be required to work towards tight time scales and balance reactive work with achieving planned inspection target.

Inspection, monitoring and enforcement duties will require the post holder to walk, cycle or use public transport to travel around the borough and to walk or stand for extended periods of time carrying an Ipad, tablet and/or laptop. They will also be required to use IT and other equipment on site in order to perform duties such as iPads, measuring equipment and damp meters.

## Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

### Essential criteria

#### Qualifications

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| 1 | A degree or diploma in Environmental Health and registered with the Chartered Institute of Environmental Health as an Environmental Health Practitioner | Application |

#### Experience

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| 2 | Experience of inspecting premises for compliance with environmental health legislation either as a trainee or qualified EHO | Application/Interview |

#### Skills

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| 3 | Possess a detailed knowledge and understanding of private sector housing and public health legislation, statutory and best practice guidance. | Application/Interview/Test |
| 4 | Be competent at inspecting residential properties for compliance with private sector housing legislation and taking appropriate action to secure compliance with legislation | Application/Interview/Test |
| 5 | Possess a comprehensive understanding and knowledge of the Housing Health and Safety Rating Standard and be competent at making HHSRS assessments | Application/Interview/Test |
| 6 | Possess the knowledge and skills necessary to investigate private sector housing complaints and to take appropriate follow up action | Application/Interview/Test |
| 7 | Possess the knowledge and skills to be able to investigate possible breaches of legislation, serve notices, gather evidence and prepare cases for prosecution | Application/Interview |
| 8 | Possess excellent written and verbal communication skills and the ability to communicate effectively with a wide range of people and to write complex correspondence and reports | Application/Interview/Test |
| 9 | Ability to organise and prioritise workload to meet agreed targets and objectives | Application/Interview |
| 10 | Ability to maintenance detailed records of inspections, investigations and follow up action | Application/Interview |
| 11 | Ability to lead projects and conduct presentations on Environmental Health issues | Application/Interview |
| 12 | Ability to work as a member of a team to achieve service objectives | Application/Interview |
| 13 | Ability to work outside normal office hours inspections, investigations and enforcement requires this | Application/Interview |
| 14 | Possess excellent IT skills and be able to use data and intelligence to inform decisions. | Application/Interview |
| 15 | Ability to adhere to the Council’s Dignity for All policy | Application/Interview |

## Special requirements of the post

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| 16 | This role will require you to obtain an Basic satisfactory clearance from the Disclosure and Barring Service | Test |

Environmental Health Officer Formula for Linked Grade

On entry as qualified Environmental Health Officer - PO2–SCP 31  
After one year’s experience and proven ability - PO3–SCP 33  
After two years’ experience and proven ability - PO4–SCP 36  
  
Progress is subject to the line manager being satisfied as to the experience and abilities of members of staff and satisfactory performance appraisal.  
  
Subject to the maximum of the career grade not being exceeded, one further increment to be

added to all points of the above career grade for possession of an appropriate qualification gained after registration or qualification.

## Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor’s Good Work Standard, Stonewall Diversity Champion, and Time to Change.

