

Post Title: Technical Officer (Residential Team)

Post Hours: 37 Hours

Grade: SO2

Responsible to: Team leader (Residential)

Responsible for: None

Main contact associated with principal duties:

- Landlords/Agents/property owners
 - Statutory undertakings
 - Council officers
 - Members of the public
 - Elected members
 - Occupational Therapists, other health professionals
 - Contractors
 - Property Services
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Job Purpose:

To contribute to the delivery of one or more of the following functions within the Environmental Health section under appropriate environmental legislation and Council policies within the Borough:

- Mandatory and discretionary licensing
- Private Sector housing standards
- Immigration inspections
- Houses in multiple occupation
- Empty properties
- Disabled facilities grants
- Drainage complaints
- Domestic noise nuisance
- Private Water Supplies
- Public burials/exhumations
- Domestic nuisance enforcement
- Filthy or Verminous Premises
- Home Energy

Post holders will be expected to be flexible as they may be required to work on different functions from time to time.

To apply the full range of professional knowledge and skills associated with environmental health practice throughout the team

Control of Resources:

- Safety equipment
 - Sampling equipment
 - Measuring equipment
 - Photographic and video equipment
 - Audio- visual equipment
 - Mobile phone
 - Drain camera
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Main duties and responsibilities (where relevant to the section of the team in which the post holder is based):

1. To identify and investigate complaints as they relate to environmental and housing issues under legislation including the Environmental Protection Act, Public Health Acts, Building Act, Housing Acts and other appropriate legislation within the remit of the Environmental Health Services in accordance with legislation, guidance, National Standards and Council policy.
2. To assist in the implementation of the Council's approved strategies and policies. This will include liaison with other regulatory authorities, the inspection and investigation of individual sites and properties as appropriate to determine their condition, and initiation of action to secure suitable outcomes.
3. To inspect, prepare and serve Statutory Notices and where appropriate recommend prosecution, prepare evidence and a prosecution file and give evidence in Court.
4. To deal with owners and tenants of premises to minimize public health risks, eradicate nuisance and advise on matters affecting private sector housing.
5. To undertake detailed surveys of properties, including HHSRS assessments, produce schedules of work and disrepair specifications, together with associated drawings
6. To design and draw up, bespoke adaptation facilities to meet a client's disability need and fulfil the occupational therapists referral recommendation, having regard to health & safety and what is practical, reasonable, with regard to cost.
7. Work within the parameters of CDM Regulations 2015. Have knowledge of Building Regulations, Planning process, knowledge of NICEIC Electric regulations, gas regulations.
8. To process grant applications and all other associated legal documentation, check plans supervise works in progress, liaise with client and contractor, and assess works for stage payments in relation to private sector dwellings. To ensure that grants are correctly costed and where applicable, applications comply with the current "test of resources" regulations and /or eligibility criteria as defined by the Councils Policies.
9. To procure and administer works as necessary including all aspects of tender process, contract administration, processing of payments and supervision of contractors and work on site or multiple sites, all in accordance with JCT Minor Works Contracts / partnership agreement.
10. To produce reports, maintain records, both manual and computerised and statistics of the work of the Section.
11. To carry out appropriate sampling of environmental media and to advise or enforce as appropriate.
12. To assist in the granting of relevant licences.
13. To actively assist in and participate in any environmental projects undertaken within the Environmental Health service.

14. To assist in educational programmes for Staff, Council Members, Landlords/agents and Members of the Public on relevant environmental and housing issues.
15. To maintain a knowledge of legislation and practices on environmental and housing issues
16. To undertake some work outside the normal working day will be appropriate to the post in order to carry out relevant investigations.
17. To be aware of your responsibilities under equalities legislation together with the objectives and targets required in the Equalities Action Plan.
18. To represent the Council at relevant meetings as may be required
19. To behave in an appropriate and professional manner when undertaking Council duties.
20. To act in accordance with Council policies and procedures at all times.
21. To work with due regard to Health and Safety to meet statutory requirements.
22. Undertake appropriate training to fulfil responsibilities effectively. To be able to work in a busy environment with constant changing priorities and deadlines, with unexpected responsive issues regularly occurring.
23. To be able to deal with complex, contentious, sensitive issues, make decisions where outcomes can have a material impact on people's lives.
24. Signposting people to other organisations, agencies, support mechanisms where appropriate. Multi-agency approaches may be required at times.
25. To be mindful of the principals of care privacy dignity, choice, rights and fulfilment of clients. Social needs, physical, intellectual, cultural, spiritual and emotional
26. To undertake such other duties as may be required commensurate with the grading of the post.

Selection Criteria	Essential Or Desirable	Assessment Method
Knowledge, skills, abilities and experience		
1. A Certificate in Environmental Health studies or a BTec, HND or HNC in Environmental Health Studies/Housing awarded by the Technical Education Council. HNC or HND in a Building or Construction course.	Essential	Application Certification
2. Detailed knowledge and understanding of a broad range of environmental health legislation, good practice and issues relevant to the post.	Desirable	Application Interview
3. Experience in inspecting residential premises in accordance with environmental health/housing legislation.	Desirable	Application Interview
4. Detailed Knowledge and recent experience of the procedures and practices involved with carrying out inspections and taking enforcement action under Environmental Health legislation.	desirable	Application Interview
5. Good working knowledge of relevant IT systems including Microsoft.	Essential	Application Interview
6. High level of negotiation and interpersonal skills in dealing with clients, management of private sector organisations, consultants, contractors, team members and officers at all levels outside the service area.	Essential	Application Interview
7. High level of written communications skills.	Essential	Application Interview
8. Ability to manage and prioritise a heavy and fluctuating workload and to contribute to the achievement of service and corporate targets and goals.	Essential	Application Interview
9. Ability to work methodically and accurately and maintain accurate written and computer records.	Essential	Application Interview
10. Ability to undertake or contribute to promotional or educational projects.	Essential	Application Interview
11. Ability to read and interpret plans, technical reports, gas reports, electrical reports, draw basic scale plans of floor layouts.	Essential	Application Interview
12. Knowledge of JCT Minor Works Contracts, CDM Regulations, Building Regulations, Planning processes.	Desirable	Application Interview
13. Experience of Courts or Industrial Tribunals.	Desirable	Application Interview
14. Experience of good Local Government practices and procedures.	Desirable	Application Interview

15. A commitment to equal opportunities.	Essential	Application Interview
16. A commitment to undertake training and personal development.	Essential	Application Interview
17. Willingness to work occasional evenings and weekends.	Essential	Application Interview
18. A commitment to delivering customer focused services.	Essential	Application Interview
19. A current driving licence.	Essential	Application Interview
Special Requirements		
This post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.		

Date: May 24