

PERSON SPECIFICATION

| | |
|------------------------|---|
| Job Title | PRINCIPAL OFFICER - PRIVATE SECTOR HOUSING REGULATION AND FIRE SAFETY |
| Grade | PO5 |
| Service/Section | Environmental Health Residential Services |
| Directorate | Housing & Safer Communities |

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

| Criteria | Essential/ Desirable |
|--|-------------------------|
| Knowledge | |
| In-depth knowledge of fire safety regulations, including the Housing Act 2004, Building Safety Act 2022, and Fire Safety Act 2021. | E |
| A relevant degree level qualification, and member of a relevant professional recognized body (Example. Chartered Institute of Environmental Health, Chartered Institute of Housing) | E |
| Knowledge of private sector housing enforcement, licensing schemes, and compliance strategies. | D |
| Skills and Abilities | |
| Ability to assess fire risk in high-rise and mid-rise buildings, and interpret technical reports, such as fire risk assessments | D |
| Ability to plan, manage, balance reactive and programmed work streams and meet performance targets both individually and for other team members. | D |
| Ability to make an effective contribution to the training activities of the Division. Ability to delegate tasks and performance manage staff. Ability to contribute to policy and procedure formulation. | E |
| Excellent verbal and written all round communication, diplomacy and interpersonal skills including ability to present information to an audience and evidence in court. | E |
| Capable of balancing educational, advisory and enforcement approach. Good understanding of and ability to work to the Regulators Code | D |
| Capable of undertaking high risk site investigations and able to keep clear and accurate records. | D |

| | |
|---|---|
| Ability to create and sustain effective partnerships with internal and external partners e.g. Police, HMRC, EA other LA's etc. | D |
| Ability to advise, support and when necessary, lead Team Members undertaking complex work including accompanying them as necessary on visits/inspections and dealing with the subsequent enforcement action. | E |
| Ability to take a lead role in specialist areas, e.g. managing officer equipment purchase and allocation and/or time limited project work, e.g. specific area/type enforcement activity. | D |
| Daily access to a car and a full UK driving licence. Able to attend events and meetings outside normal working hours, including early morning inspections under warrant (raids) and contribute to the Council's response to civil emergencies | E |
| Experience | |
| Significant experience in private sector housing, focusing on fire safety in mid-rise and high-rise buildings. | D |
| A track record of identifying, initiating and implementing service improvements and the ability to introduce new systems, measure their effectiveness and develop tangible outputs. | E |
| Substantial and recent regulatory experience in Private Sector Housing including demonstrable experience of having taken high level enforcement work across a broad range of enforcement options. | E |
| Experience of PACE, conducting interviews under caution, preparing evidence and obtaining warrants. | D |
| Equal Opportunities | |
| Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. | E |
| Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post. | E |