

Person Specification

Job Title	Lead Environmental Health Officer- Residential Services
Grade	PO3
Service/Section	Environmental Health Residential Services
Directorate	Housing and Safer Communities

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

Criteria	Essential/ Desirable
Knowledge	
Detailed knowledge of current and proposed, and ability to interpret, legislation relevant to Environmental Health and in particular Housing and with demonstrable knowledge of enforcement within this field.	E
Knowledge of POCA, the use of enforced sale and compulsory purchase.	D
Knowledge of intelligence led approach to enforcement.	E
Skills and Abilities	
Ability to plan, manage, balance reactive and programmed work streams and meet performance targets both individually and for other team members.	E
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.	D
Excellent verbal and written all round communication, diplomacy and interpersonal skills including ability to present information to an audience and evidence in court.	E
Able to communicate priorities to staff in a clear unambiguous way and aid effective delivery of tasks and services for internal and external customers.	D
Demonstrable understanding of customer service care and ability to learn from mistakes and contribute to service improvements and the ability to balance quality and quantity of work.	D
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.	E
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.	D
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.	E
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	
Diploma/Degree in Environmental Health or equivalent	E
Registration with the Environmental Health Registration Board (EHRB). <i>Note. Consideration will be given to the applicants working towards their EHRB Registration. In these instances, appointments will be made on a lower grade until registration is achieved.</i>	E
HHSRS (Housing Health and Safety Rating System) certified.	E
Experience in Environmental and specifically regulatory experience in Private Sector Housing/HMO's including licensing.	E
Substantial and recent regulatory experience in Private Sector Housing/HMO's including demonstrable experience of having taken high level enforcement work across a broad range of enforcement options.	D
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