

## Job Description: Environmental Health Officer

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<b>Reports to:</b>	Principle Environmental Health Officer
<b>Directorate/team:</b>	Joint Inspection Team, Fire Safety (JIT)
<b>Grade:</b>	Spot salary

### Job Purpose:

The purpose of the JIT team is to support work to ensure that private residential high-rise buildings with unsafe ACM cladding are made safe. You will work as the Environmental Health Officer, (EHO), reporting to the Principle EHO, and work with Fire Engineers, Building Control staff and colleagues in 'host' boroughs, and will assist and advise using Housing Act 2004 to assess the hazard risk of unsafe cladding in high-rise residential buildings and take enforcement action against building owners who are slow to remediate

**Note:** This role will require occasional out of hours as and when required.

### Core Accountabilities:

1. Establish networks and contacts across all services and with relevant partners.
2. Maintain professional knowledge of all relevant legislation, systems, policies and professional best practice.
3. Contribute to the delivery of the team's agreed objectives.
4. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
5. Undertake any other duties and responsibilities appropriate to the post.

### Specific Accountabilities:

1. Apply policy and procedures for Housing Act 2004 work of the JIT including identification, and Housing, Health and Safety Rating System (HHSRS) assessments and assisting councils with enforcement action, (where they decide to take it).
2. Where necessary assist with drafting schedules of work, notices and orders for enforcement under Housing Act 2004, (where the 'host' local authority decides to take such action). Continuing to assist local authorities to prepare prosecution cases, write witness statements, and attend court hearings as a witness for the prosecution.
3. Work with colleagues to keep up-to-date on developments in Environmental Health relating to residential sector tower blocks.
4. Provide consistently excellent customer care in service delivery.

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5. Respond to all day-to-day correspondence and customer contact in line with adopted service standards.
6. Provide managers with accurate information for responses to Freedom of Information Act requests and enquiries for the MHCLG Taskforce, Councillors, MPs, and the JIT Team Leader.
7. Handle correspondence and complaints in accordance with good practice and as requested by the Principle EH Officer.
8. Help train non Environmental Health (EH) colleagues in the JIT, such as Fire Engineers, Building Control staff, Solicitor(s), and a Data Analyst.
9. To train EH staff in councils on developments in Environmental Health relating to private sector high-rise residential blocks.
10. Ensure health and safety of all JIT staff on visits, and working away from the JIT office at the LGA. This would include completing a risk assessment for all blocks before visiting. If any serious risks are identified, discuss with the Principle EH Officer.
11. Maintain records of all inspections, assessments, meetings and advice given, and be prepared to use records in a court case and/or to satisfy LGA/ MHCLG for audits or indemnity purposes.
12. Assist the Principle EH Officer to protect the EH budget, manage and record spend, liaising with JIT and LGA colleagues, and ensure best value for money whilst not compromising on the highest standards of service.
13. If and when a host local authority has not conclusively identified unsafe ACM cladding on a block(s), assess the situation and advise the JIT Team Leader suggesting an action plan to address it. Similarly, if there appears to be an error in a host council's data regarding the safety of a block, advise the JIT Team Leader.
14. Given the relevant unsafe buildings are spread across England, it will be necessary to visit and stay overnight for a few days at a time in the normal course of the working week.

**Relevant Contacts:**

**LGA:**

LGA Managers  
JIT Team

**Local Authorities:**

Senior Officers  
Sector experts/professional bodies

**Other:**

CIEH  
MHCLG  
Building Safety team

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## Person Specification: Environmental Health Officer

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<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Degree or diploma in Environmental Health.</li></ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"><li>• Substantial experience of using HHSRS, taking enforcement action, conducting interviews under caution, preparing warrants, and giving evidence in Court.</li><li>• Detailed knowledge of current and proposed legislation, relevant to residential Environmental Health.</li></ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>• Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.</li><li>• Excellent verbal and written skills, with the ability to accurately summarise and convey complex information.</li><li>• The ability to exercise discretion, judgement and confidentiality.</li><li>• A demonstrable commitment to customer care.</li><li>• Ability to work as part of a team and to support others.</li><li>• Flexible approach to work, with a keenness to adapt to meet changing work requirements.</li><li>• Good interpersonal skills, with the ability to deal with stakeholders, and colleagues with courtesy, tact and sensitivity.</li><li>• Ability to create and sustain effective partnerships with internal and external stakeholders.</li><li>• Commitment to personal and professional development.</li><li>• Advanced computer skills, including Word, Outlook, PowerPoint and Excel and the ability to produce high quality documents.</li><li>• An understanding of the Equalities Act 2010 and an ability to deliver services and ensure personal conduct in accordance with the principles of equality and equal opportunities.</li></ul>

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