

Job Description: Principal Environmental Health Officer

Reports to:	JIT Team Leader
Directorate/team:	Joint Inspection Team, Fire Safety (JIT)
Grade:	Spot salary
Responsible for:	3 x Environmental Health Officers

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) manager, and work with Fire Engineers, Building Control staff and colleagues in 'host' councils, 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. Formulate and apply policy and procedures for Housing Act 2004 work of the JIT, including identification, Housing, Health and Safety Rating System (HHSRS) assessments, and assisting councils with enforcement action.
2. Ensure the JIT team stays up-to-date of developments in Environmental Health relating to residential sector high-rise buildings, and ensure the EHOs' professional development proceeds successfully.
3. Help train non Environmental Health (EH) colleagues in the JIT, such as Fire Engineers, Building Control staff, Solicitor(s), and a Data Analyst.
4. 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).
5. To train EH staff in councils on developments in Environmental Health relating to residential sector tower blocks.

6. Develop and enable the JIT staff to confidently train EH staff in councils on developments in Environmental Health relating to residential sector tower blocks.
7. Line manage the EH team allocating work, setting clear expectations, reviewing progress, providing feedback and guidance, to build and maintain a successful team to deliver the core aims of the JIT.
8. To lead and accompany team of EHOs, and co-ordinate with fire engineer and building control staff and (where appropriate), 'host' council staff on HHSRS site visits.
9. 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 JIT Team Leader.
10. To participate in the selection of staff and sit on recruitment and other industrial relation panels as required.
11. To prepare reports for the approval of the JIT Team Leader, and attend meetings of committees, working parties etc. as necessary.
12. To deal with any complaints, correspondence, and statistics relating to their area of work.
13. Maintain records of all inspections, assessments, meetings and advice given, and be prepared to use records in a court case and/or satisfy LGA/ MHCLG for audit or indemnity purposes. Where appropriate, assist host councils to write witness statements, prepare prosecution cases, and attend court hearings as a witness.
14. Be responsible for the EH budget in order to project manage, record spending, liaising with JIT and LGA colleagues, to ensure best Value For Money, whilst not compromising on the highest standards of service.
15. If and when a host council 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.
16. The JIT is only authorised to advise, local authorities remain responsible for making decisions on enforcement action. As Principle EH Officer, it is crucial to ensure that all advice is based on sound application of best practice and legislation. Any advice on remediation, must point to up to date published Government or Expert Panel guidance.
17. In the absence of the JIT Team Leader, you may be asked to deputise, which may include attending ministerial Taskforce meetings, or meeting with senior LGA colleagues and MHCLG staff.
18. Given the 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

Person Specification: Principal Environmental Health Officer

Qualifications	<ul style="list-style-type: none"> • Degree or diploma in Environmental Health. • Completed a recognised HHSRS assessors training course.
Knowledge and experience	<ul style="list-style-type: none"> • Demonstrable experience of Environmental Health work. • Thorough understanding of the HRSRRS. • Experience of: <ul style="list-style-type: none"> — using HHSRS in residential tower blocks. — Preparing cases for Court and attending Court as a witness (not necessarily Re: tower blocks). — Building and maintaining effective relationships and partnerships. — managing people effectively with tight deadlines, including managing performance. — Project management, demonstrating the ability to meet targets in respect of deadlines, resources and budget management. — of delivering presentations and briefings to a high standard for senior management, and/ or external stakeholders.
Skills and abilities	<ul style="list-style-type: none"> • Ability to achieve a standard of excellence with processes and policies, for the HHSRS work and complying with all regulatory requirements. • Excellent interpersonal skills, with the ability to influence and negotiate with a wide range of stakeholders effectively. • Ability to lead, motivate a team in potentially challenging circumstances. • Flexible approach to work, with a keenness to adapt to meet changing work requirements. • Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy. • Excellent IT skills, including Word, Excel and PowerPoint with the ability quickly to learn new packages as required. • Excellent written skills, with the ability to accurately summarise and convey complex information. • Able to deliver under pressure, prioritising work against competing demands to meet deadlines. • Highly developed written and oral communication skills, including the ability to speak confidently in public and to present complex ideas in a clear and comprehensible way. • Strong influencing, negotiating and relation-building skills. • A positive, “can do” attitude