



Information pack for the post of  
**Environmental Health Officer/Senior EHO /  
Environmental Health Regulatory Officer/Senior EHRO**  
Job reference number **1196**  
Closing date: **31 May 2024 (noon)**  
Interview date: **week commencing 10 June 2024**

**Guidance on completing the application form.**

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

**Disclosure and Barring Service (DBS)**

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

**Politically Restricted Post**

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

**Additional Clearance**

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

## **Referees**

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

## **Evidence of information provided in your application form**

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

## **Equality and diversity**

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

## **Eligibility to work in the UK**

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

## What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 4464263** or e-mail [recruitment@spelthorne.gov.uk](mailto:recruitment@spelthorne.gov.uk) with any queries.

You are also able to apply online using [www.surreyjobs.info](http://www.surreyjobs.info)

**surreyjobs.info**  
A revolution for Public Sector jobs in Surrey  
[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk)





## **Environmental Health Regulatory Officer/Senior EHRO (Residential) / Environmental Health Officer/Senior EHO (Residential)**

**Salary £34,125 to £51,162 p.a.** (dependent on experience) plus essential car user allowance and flexible working

Full-time (36 hours flexible) or part-time (variable) hours

We are looking for two officers to join our busy but friendly and supportive Environmental Health team. You will work in the Residential team, and your duties will cover all aspects of private sector housing, including the licensing of houses in multiple occupation, nuisance and public health.

You will be enthusiastic, committed, self-motivated and have a positive attitude. You must be an excellent communicator and team player with sound time management skills and be confident in dealing with members of the public. You must be able to demonstrate your ability to adapt to changing priorities and work to tight deadlines.

In addition to the car user allowance, we can offer excellent conditions of service with a benefits package that includes pension scheme, free parking, payment of professional fees and flexible working arrangements.

For an informal discussion about the post, please contact Susan Turp, Principal Environmental Health Officer on 01784 446258, or you can email on [s.turp@spelthorne.gov.uk](mailto:s.turp@spelthorne.gov.uk).

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council's policy. The post holder will be required to attend the office in line with a rota and any service requirements.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for customer facing posts. These posts fall within the scope of the Code of Practice on English language requirement for public sector workers. The Council, therefore, has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. If you have any queries or would like to discuss this further, please contact Human Resources.

Please note as part of the employment checks this post will subject to a basic Disclosure & Barring Service (DBS) check.

Closing date: **31 May 2024 (noon)**

Interviews: **week commencing 10 June 2024**

For full information and to apply online, go to [www.surreyjobs.info](http://www.surreyjobs.info) or [www.spelthorne.gov.uk/jobs](http://www.spelthorne.gov.uk/jobs) alternatively, please contact Recruitment Services on **(01784 444263** (24hr answer phone) **quoting reference number 1196**

All shortlisted applicants will be contacted via email after the closing date. CVs can only be accepted in support of a completed application form. Unfortunately, we are unable to reply to

all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful.

*Working towards equal opportunities*

**Strictly No Agencies**

## Job Description

<b>Date prepared:</b>	April 2024
<b>Post title:</b>	Environmental Health Regulatory Officer/Senior EHRO / Environmental Health Officer/Senior EHO
<b>Post numbers:</b>	2121 and 2130
<b>Grade:</b>	Scale: 6 / M1 /M2* / M3** (Bar at SCPs 32* and 36**)
<b>Group:</b>	Place, Protection and Prosperity
<b>Section manager:</b>	Senior Environmental Health Manager
<b>Report to:</b>	Principal Environmental Health Officer (Residential)
<b>General duties:</b>	Responsible for all allocated proactive and reactive work relating to the sections Housing, Statutory Nuisance, Public Health, and Noise Control functions
<b>Essential requirements:</b>	<p><b><u>Environmental Health Regulatory Officer - Scale 6 / M1:</u></b> -</p> <ul style="list-style-type: none"> <li>• Degree or equivalent qualification in Environmental Health or a relevant subject area</li> <li>• Genuine interest in subject areas</li> <li>• Full UK driver's licence, and access to a car for work use</li> </ul> <p><b><u>Environmental Health Regulatory Officer - Scale M2* (*Bar at SCP 32):</u></b> -</p> <ul style="list-style-type: none"> <li>• Good knowledge and practical experience in applying Environmental Health legislation in relation to nuisances, public health issues, and private sector housing including HHSRS</li> <li>• Degree or equivalent qualification in a relevant subject area (e.g. diploma in housing, acoustics, or public health)</li> <li>• Genuine interest in subject areas</li> <li>• Full UK driver's licence, and access to a car for work use</li> </ul> <p><b><u>Environmental Health Officer - Scale M2* (*Bar at SCP 32):</u></b> -</p> <ul style="list-style-type: none"> <li>• Good knowledge and practical experience in applying Environmental Health legislation in relation to nuisances, public health issues, and private sector housing including HHSRS</li> <li>• Degree or equivalent in Environmental Health</li> <li>• Be a full voting member of the CIEH and hold a certificate of EHRB registration or equivalent</li> <li>• Genuine interest in subject areas</li> <li>• Full UK driver's licence, and access to a car for work use</li> </ul> <p><b><u>Senior EHRO – scale M3** or Senior EHO - scale M3** (**Bar at SCP 36):</u></b> -</p> <ul style="list-style-type: none"> <li>• As for the EHRO/EHO plus at least two years relevant experience, plus an additional subject specific qualification (at diploma level 5 or above) in a relevant subject area (e.g. housing, acoustics). Or an <u>exceptional</u> level of knowledge and experience in a relevant area of work</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent working knowledge of all other relevant areas of work such that officer will be deemed fully competent to carry out full range of team's duties enabling them to deputise for the Principal Environmental Health Officer as required.</li> </ul>
<p><b>General Responsibilities:</b></p>	<p><b>Equal Opportunities:</b> The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.</p> <p><b>GDPR:</b> The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.</p> <p><b>Health and Safety:</b> The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.</p>

**Communications and working relationships.**

- Within the organisation - liaise with officers from other services, including Planning, Building Control, Housing, Legal, Land Charges, Finance, Licensing, Neighbourhood Services, Asset Management, Independent Living, etc.
- Outside the organisation - liaise with Thames Water and other utility service providers, HSE, Spelthorne's Home Improvement Agency, SCC Social Services, Police, Fire authorities, local courts, Registered Social Landlords, etc.

**Particular duties and responsibilities:**

**EHRO/EHO functions**

1. Carry out proactive visits and take all necessary follow-up action as required by relevant policies, strategies, and procedures.
2. Respond to reactive work including requests for the provision of advice and take all necessary follow up action as required by relevant policies, strategies, and procedures (including: - private sector housing, noise, and nuisance control (including construction noise, and s.61), drainage, pest control, sanitary facilities, etc.).
3. Undertake risk assessment in accordance with HHSRS in relation to housing inspections and ensure that serious hazards are dealt with in a timely manner.
4. Inspect HMOs and caravan sites, issue licenses, and monitor compliance with licence conditions.
5. Provide advice to the Council's Planning Service in respect of environmental impacts associated with the redevelopment of land (e.g. the polluting impacts from noise, lighting, odour, fume, and dust, etc.).
6. Assist the Principal Environmental Health Officer (Residential) in the development and review of policies and procedures associated with the work of the team.

7. Comment on reports prepared by outside bodies and indicate significance for this Borough, and assist on development of reports for committees where relevant to work.
8. Carry out surveys within the Borough using noise monitoring equipment. Retrieve noise recorded information, prepare, and present results, and write technical reports.
9. Prepare evidence for, and give evidence in court, as necessary.
10. Meet personal targets and performance standards within the allotted time.
11. Carry out such other duties as may be required by your Group Head/Senior Environmental Health Manager/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

### **Senior EHRO/EHO functions**

1. Provide expert advice and assistance to other team members in the absence or unavailability of the Principal Environmental Health Officer (Residential).
2. Carry out full range of functions as dictated by relevant policies.
3. Deputise for the Principal Environmental Health Officer (Residential) as required.
4. All other functions as per EHO/EHRO (Residential).
5. Carry out such other duties as may be required by your Group Head/Senior Environmental Health Manager/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.





**ENVIRONMENTAL HEALTH REGULATORY OFFICER/SENIOR  
EHRO / ENVIRONMENTAL HEALTH OFFICER/SENIOR EHO**

**PERSON SPECIFICATION**

**POST NUMBERS: 2121 and 2030**

Key job requirements	Essential / Desirable	Testing Mechanism
<b>1. Skills</b> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Excellent customer care skills</li> <li>• Self-motivated and the ability to work with the minimum of supervision</li> <li>• Good organisational skills and ability to prioritise workload</li> <li>• Ability to make rational decisions after consideration of all available information</li> <li>• Computer literate</li> </ul>	Essential Essential Essential Essential Essential Essential	App form/interview/test App form/interview App form/interview App form/ interview Interview/test App form/interview
<b>2. Experience</b> <ul style="list-style-type: none"> <li>• Experience in dealing with and enforcing Environmental Health legislation, including nuisance and public health related matters</li> <li>• Experience in dealing with and enforcement of private sector housing matters include the mandatory licensing of HMOs, HHSRS, housing enforcement, and related public health related matters)</li> <li>• Experience of noise control work in local government, including the use of sound level meters and noise recording equipment</li> <li>• Experience in dealing with members of the public</li> <li>• Experience of report writing</li> <li>• Giving evidence in court/public enquiry</li> </ul>	Essential Essential Desirable Essential Desirable Desirable	App form/interview/test App form/interview/test App form/interview App form/interview App form/interview App form/interview
<b>3. Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of related legislation (nuisance, private sector housing, anti-social behaviour, public health related matters, PACE, RIPA, and the legislation governing disclosure)</li> <li>• Ability to give technical advice concerning Environmental Health matters relating to housing matters (including housing defects)</li> <li>• Knowledge of HHSRS</li> <li>• Knowledge of practical noise control techniques</li> </ul>	Essential Essential Essential Desirable	App form/interview App form/interview App form/interview/test App form/interview
<b>4. Qualifications</b> <ul style="list-style-type: none"> <li>• S/EHO - Degree or equivalent in Environmental Health</li> <li>• S/EHO - Eligible to become a full voting member of the CIEH</li> <li>• S/EHO - EHRB Certificate of Registration or equivalent</li> <li>• S/EHRO - Degree or equivalent in relevant subject</li> <li>• Diploma in acoustics, housing, or another relevant subject</li> <li>• Full UK driver's licence and access to own car for work use</li> </ul>	Essential Essential Essential Essential Desirable Essential	Proof Proof Proof Proof Proof Proof
<b>5. Personal Qualities</b> <ul style="list-style-type: none"> <li>• Enthusiasm for development in a career in Environmental Health</li> <li>• Good interpersonal skills</li> <li>• Ability to manage a heavy workload and prioritise to ensure that all targets/deadlines are met</li> <li>• Willingness to participate in specially arranged out of hours call out</li> </ul>	Essential Essential Essential Essential	App form/interview App form/interview App form/interview App form/interview