






Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Environmental Health Officer/Technical Officer (Private Sector Housing)
Service:	Regulatory Services
Team:	Private Sector Housing
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Private Sector Housing Manager
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
<p>Collaboration</p> 	We know, work with and support one another. We collaborate with residents, businesses are partners and realise the potential of Guildford and Waverley collaboration. We empower ourselves and others.
<p>Wellbeing</p> 	We look after our own and each others wellbeing. We know it's okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have.
<p>Trusted</p> 	We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
<p>Value for Money</p> 	We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate success and learn from mistakes.
<p>Professionalism</p> 	We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve.

PRINCIPAL PURPOSE OF THE ROLE

- To be part of the Private Sector Housing Team within the Housing Service and to participate in providing this service against agreed performance standards. The postholder will be expected to discharge his/her duties in accordance with the Council's Standing Orders and Code of Professional Conduct.
- To carry out enforcement duties as required by actioning all relevant legislation and working in conjunction with the Private Sector Housing Manager in the effective and efficient execution of the Private Sector Housing Team service.

MAIN DUTIES AND ACCOUNTABILITIES

- Have direct responsibility for undertaking a proportion of the team's casework. Including but not limited to housing complaints, HHSRS inspections, inspection of Houses in Multiple Occupation, inspection of caravan sites, harassment and illegal evictions, statutory nuisance investigations, investigation of filthy and verminous premises, planning consultations and public health funerals.
- In consultation with the Private Sector Housing Manager the preparation of reports, representations, notices, orders and the taking of enforcement action including giving evidence in legal proceedings and arranging and supervising works in default.
- Implement special surveys and protocols and participate in the development of policy and procedures related to the team's specialist function.
- Assist with implementation of energy efficiency programmes.
- Under the direction of the Private Sector Housing Manager, represent the authority at professional meetings, study groups and forums.
- Provide assistance to other team members, including the Care and Repair agency.
- Liaise with other Council officers and advise/comment on matters of mutual concern.
- Liaise with external organisations such as Social Services, Health Authority, Fire Authority, the Courts and Coroner's office as required.
- Give advice to Councillors, owners and managers of properties, tenants, members of the public and others on private sector housing standards and environmental health matters.
- Maintain records required for performance monitoring and making various returns.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

Health and Safety

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required.

DIMENSIONS OF THE ROLE

- The postholder will be responsible for responding to a proportion of approximately 400 service requests per annum and inspecting a proportion of 200 licensed premises to assess compliance with licence conditions.
- Time spent on district: There is a requirement for this post holder to spend a minimum of 60% of a working week on district.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Investigate complaints about housing issues and determine most appropriate course of action.

- Lead own work and, where necessary, prepare cases for formal action including service of notices and prosecutions.
- Recommend whether enforcement action should be taken against individuals and businesses for non-compliance with legislation in accordance with the Council's enforcement policy and Scheme of Delegation.
- Act as a statutory consultee at the request of Planning Services.

PLANNING/ORGANISING/CONTROLLING

- Planning and prioritising workload to meet competing deadlines

CUSTOMERS AND CONTACTS

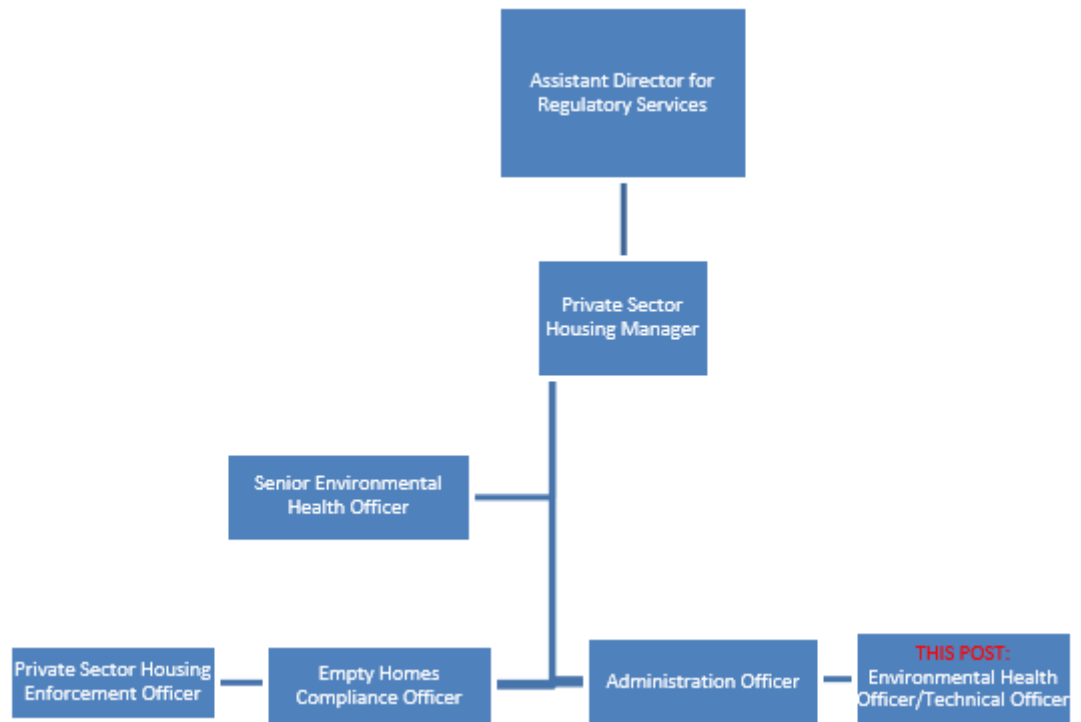
INTERNAL

- Other Housing Service staff; staff of other services; Councillors

EXTERNAL

- Members of the public; owners and occupiers of land and premises in the Borough and their agents; Social Services; Health Authority; Fire Service; other external statutory and non-statutory bodies in relation to special responsibilities

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to fully demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	<p>Experience in Private Sector Housing Inspections and/or Regulation</p> <p>Willing to undertake apprenticeship in Private Sector Housing</p>	A/C	<p>Degree in Environmental Health</p> <p>Completion of Housing Health & Safety Rating System (HHSRS) training</p>	A/C
KNOWLEDGE /TECHNICAL SKILLS	<p>Good working knowledge of Environmental Health and Private Sector Housing legislation</p> <p>A good working knowledge of private sector housing issues</p> <p>Working knowledge of a range of computer applications applicable to Environmental Health</p> <p>Able to ensure compliance with standards, objectives and procedures</p> <p>Good analytical and data collection skills with excellent attention to detail and accuracy and able to evaluate systematically.</p> <p>Able to prepare and present complex technical reports using appropriate styles and language</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>Experience working in a Private Sector Housing role</p> <p>Experience in undertaking property inspections, identifying building defects and associated remedial works</p> <p>Experience of negotiating with landlords and managing agents</p> <p>Experience of preparation and presentation of evidence in court or formal proceedings</p> <p>Able to represent the Authority/Service/Team effectively at technical meetings with outside bodies</p> <p>Awareness of Safeguarding</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	Ability to demonstrate practical troubleshooting and problem analysis techniques	A/I		
COMMUNICATION	Excellent communication skills (verbal and written) and the ability to give clear, consistent advice	A/I		
	Ability to explain complex information, to a variety of audiences, in a way that can be easily understood	A/I		
	Able to deal positively with challenging customers	A/I		
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
	Accurate spoken English is essential for this post	I		
	Able to deal with sensitive and/or confidential issues	A/I		
	Committed to customer care and the provision of a quality service	A/I		
TEAM WORKING	Able to work in a busy team environment and communicate well at all levels	A/I	Shows an awareness of goals and standards	A/I

	<p>Ability to “model” appropriate behaviours that encourage a culture of empowerment, initiative and transparency across the Council</p> <p>Effective team player with a proven ability to develop positive relationships with colleagues, managers and other services and organisations</p>	<p>A/I</p> <p>A/I</p>		
MANAGING SELF AND OTHERS	Able to organise, plan and prioritise own workload to meet deadlines within specified limits	A/I	Motivates and empowers others to meet deadlines	A/I
CAN DO APPROACH / ACHIEVING RESULTS	<p>Positive, flexible and willing approach in undertaking a diverse range of duties</p> <p>Have a commitment to further training and willingness to train others</p>	<p>A/I</p> <p>A/I</p>	<p>Able to take the operational lead on complex/sensitive or major projects working on own initiative with high level of autonomy</p> <p>Demonstrates a flair for creative solutions</p>	<p>A/I</p> <p>A/I</p>
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	<p>For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet</p> <p>Full and valid driving licence and use of a car during working hours</p> <p>Willing to undertake work outside of normal office hours as required</p>	<p>A</p> <p>A</p> <p>A</p>		

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

Politically Restrictd post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections

Disclosure and Barring Service

Due to the nature of the work, this post involves a check on an individual's criminal background. The check is carried out through the Disclosure and Barring Service (DBS, previously CRB). Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

For Official Use only			
Job title:	Environmental Health Officer	Post no:	EC13
Service:	Housing	JE score:	
Team:	Private Sector Housing	Pay band:	(276-330) / (331-390)
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours / Five day week
Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	2	
REVIEWED BY:	Private Sector Housing Manager	DATE:	March 2025
CHECKED IN:	Employee Services	DATE:	
LAST UPDATED:	January 2025	DATE:	March 2025