

## Job Details and Requirements

### Joint Environmental Health Service

#### **Bored with what you're doing? New Experiences? New Opportunities?**

If you are looking to change discipline or are a newly qualified Environmental Health Officer (EHO) or are currently seeking registration and are enthusiastic with a “*can do*” approach we would welcome your application.

The busy Joint Environmental Health Service, serving the semi-rural district communities of Bolsover and North East Derbyshire has six exciting opportunities within their high performing Commercial and Housing and Pollution Teams. It's a great place to either start your environmental health career or build on experiences that you have already.

The districts are an ideal place to live, work and visit and are situated between the Peak District National Park and Sherwood Forest and have excellent access to the M1 motorway network with ease of access to Sheffield, Derby and Nottingham.

Applicants must be able to work flexibly across the Teams within the Joint Service, to provide resilience and meet service demands as and when required.

#### **Post: Environmental Health Officer (Housing & Pollution)**

Salary/Grade: £23,836 to £31,371 per annum (career graded salary)

Hours/Days: 37 hours per week

Full time/Permanent

Location: NEDDC, Mill Lane, Wingerworth, Chesterfield, S42 6NG

Working in the Housing and Pollution Team, you will help ensure residents live in safe homes by responding to housing complaints and proactively inspecting private residential dwellings under the Housing Health and Safety Rating System, involved in Houses in Multiple Occupancy (HMO) licencing, preparing schedules of works, giving advice to tenants and landlords in order to improving housing conditions.

Bolsover District Council has obtained additional funding from the Ministry of Housing for a fixed term EHO to bring about improvements in living conditions in privately rented properties across the NG20 area, including dealing with HMOs, by tackling absent or 'rogue landlords' and letting agents responsible for poorly managed properties.

## Contact Details

For an informal discussion about the Housing and Pollution Posts, please contact Gill Halliwell – Senior Environmental Health Officer on (01246) 217245 or [gill.halliwell@ne-derbyshire.gov.uk](mailto:gill.halliwell@ne-derbyshire.gov.uk) or Jayne Hooton – Senior Environmental Health Officer on (01246) 217236 or [jayne.hooton@ne-derbyshire.gov.uk](mailto:jayne.hooton@ne-derbyshire.gov.uk)

## Application Pack

If you are interested in this post, please visit the Jobs pages on the North East Derbyshire District Council (NEDDC) website

<http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from:

- Telephone the NEDDC Contact Centre on 01246 217640.
- Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

We welcome applications from all sections of the community.

**CLOSING DATE:** 23 June 2019

**INTERVIEWS:** TBC

## JOB DESCRIPTION

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|---|---|
| <b>Job Title<br/>And<br/>Post Number</b>    | Environmental Health Officer  |
| <b>Service Area<br/>and<br/>Directorate</b> | Joint Environmental Health Service<br><br>Place   |
| <b>Reports to</b>                           | Senior Environmental Health Officer (Housing & Pollution)<br><br>Environmental Health Manager   |
| <b>Direct reports</b>                       | None  |
| <b>Grade</b>                                | Career Graded Grade 8 &10, SCP 25 – 34  |
| <b>Salary range</b>                         | Grade 8 £23,836 to £26,317 per annum (Bar - Qualified EHO with EHRB Pending)<br><br>Grade 10 £28,785 to £31,371 per annum (EHRB Registered) |

### **Job purpose**

1. To undertake the full range of professional Environmental Health duties and responsibilities within the Housing and Pollution Team.
2. To undertake the full range of duties and responsibilities, subject to the necessary skills training and experience, within other Sections of the Joint Environmental Health Service as and when required in order to meet service demands.

### **Duties and responsibilities**

#### **Post Specific Tasks**

1. Deal with complaints and undertake any necessary inspections, site visits, meetings and research to ensure an effective and thorough investigation relating to: Private Sector Housing Standards, HMO Licensing, HHSRS Inspections, Domestic Pollution Complaints, Caravan Site Licensing, Destitute Burials, Filthy and Verminous Premises, Illegal Encampments, Drainage Problems, Disabled Facilities Grants and other service matters within the Housing & Pollution Team.

2. Complete any correspondence and reports required throughout investigations and prepare statutory notices and prosecution files as appropriate.
3. Undertake programmed and reactive inspections of premises and vehicles where appropriate, in accordance with relevant Environmental Health legislation, guidance and powers.
4. Collect evidence and conduct interviews and investigations in accordance with formal procedures, including Police and Criminal Evidence Act 1984, Human Rights Act 1998 and all other relevant legislation.
5. Represent the Council and attend meetings of the Council, Courts of Law, Public Inquiries and other meetings etc. in connection with Environmental Health duties.
6. Carry out routine and non-routine monitoring and sampling as and when required including relevant data analysis and interpretation where necessary.
7. Monitor and maintain all equipment to ensure it is within safe working order and identify any repair or replacement needs as necessary.
8. Provide relevant advice and support to any stakeholder in relation to legislative requirements, codes of practice and guidance.
9. Assess reports and documents as required by consultations and investigations and compile any necessary correspondence/reports, providing appropriate advice or recommendations.
10. Manage a personal caseload and effectively plan and programme that workload to achieve performance targets and service standards.
11. Ensure all records are kept up to date and accurate, including the Environmental Health database, paper records and any other recording methods deemed necessary.
12. Provide clear, concise and accurate reports including committee reports with recommendations and any other relevant documents as required.
13. Contribute to the development of and participate in projects, initiatives and campaigns as required.
14. Develop and maintain positive working relationships with other departments of the Council, external agencies and organisations, to ensure partnership working in service delivery including the sharing of intelligence or making appropriate referrals.
15. Act as lead role for a specified area within Environmental Health as directed in accordance with qualifications and experience.

16. Keep up to date with all relevant legislation, practices and policies and contribute to the development of any service changes and improvements.
17. Ensure a prompt and effective response in the event of any Environmental Health emergencies.
18. Support and promote a strong customer focussed culture within the service and work to increase community and customer/user involvement.

### **Working conditions**

1. The post holder is required to work outdoors and will incur regular exposure to very disagreeable, unpleasant or hazardous situations.
2. The job requires direct involvement both in person and by telephone with vulnerable and challenging clients and with people whose personal circumstances or behaviour could place emotional demands on the post holder or cause emotional upset.
3. The work may involve dealing with people under stressful and emotionally charged situations.
4. The work may involve adult or child protection issues or dealing with people with mental health or physical disabilities, so awareness of safeguarding issues are important.
5. Serious verbal abuse, aggression or other anti-social behaviour from members of the public is an unavoidable feature of the job.
6. The post holder will be expected to work flexibly and attend meetings/inspections/events out of normal office hours as the need arises.
7. The post holder is required to be able to inspect at height, climb ladders, enter confined spaces and work with drainage where appropriate and within strict compliance of all Health and safety procedures.

### **Corporate Duties and Responsibilities**

To familiarise yourself with the principles of, and key Council documents and policies relating to:

1. Health and Safety at Work.
2. Equality and Diversity.
3. Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
4. Customer Service.
5. Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how Community Safety can be improved when the functions of the Authority are exercised).
6. Safeguarding Vulnerable Adults.
7. Child Protection Policy.
8. Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

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| <b>Approved by:</b>   | Gill Halliwell/Jayne Hooton - Senior Environmental Health Officers (Housing & Pollution) & Samantha Bentley, Environmental Health Manager |
| <b>Date approved:</b> | May 2019  |
| <b>Reviewed:</b>      |   |

## PERSON SPECIFICATION

|   |   |   |           |
|---|---|---|-----------|
| <b>Post Title:</b><br>Environmental Health Officer  | <b>Section:</b><br>Joint Environmental Health Service     |   |           |
| <b>Directorate: Place</b>   |   |   |           |
| <b>1. Knowledge (Essential)</b>   | <b>AM</b>   | <b>(Desirable)</b>  | <b>AM</b> |
| 1.1 A thorough knowledge of the legislation and codes of practice within Environmental Health.  | a & i   | 1.2 Good understanding of local government structures.                                | a & i     |
| <b>2. Qualifications (Essential)</b>  |   | <b>(Desirable)</b>  |           |
| 2.1 Degree / Diploma in Environmental Health or relevant equivalent specialist Degree.<br><br>2.2 Registration with the Environmental Health Registration Board (EHRB) where applicable.<br><br>2.3 Own transport/current full UK driving licence in order to undertake site investigations across the district. Alternative arrangements may be agreed for applicants with a relevant disability.  | a, i & c<br><br>a, i & c<br><br>a, i & c                  | 2.4 Certificate of Competency for the Housing Health and Safety Rating System (HHSRS) |           |
| <b>3. Experience (Essential)</b>  |   | <b>(Desirable)</b>  |           |
| 3.1 Experience of working in a relevant service area of Environmental Health.<br><br>3.2 Experience of dealing with the public and partners, over the phone, face to face and in writing.<br><br>3.3 Experience of handling complaints, maintaining confidentiality and responding sensitively in respect of complex and difficult situations.<br><br>3.4 Experience of maintaining and updating computerised and paper records and returns.<br><br>3.5 Organising and prioritising own workload to ensure deadlines and targets are met. | a & i<br><br>a & i<br><br>a & i<br><br>a & i<br><br>a & i | 3.6 Experience of enforcement work within Environmental Health Services.              | a & i     |
| <b>4. Skills (Essential)</b>  |   | <b>(Desirable)</b>  |           |

|  |       |   |       |
|--|-------|---|-------|
| 4.1 Effective IT skills including MS Office and relevant systems such as IDOX database.      | a & i | 4.8 Previous experience of using IDOX database. | a & i |
| 4.2 Ability to work to deadlines and manage competing priorities.                            | a & i | 4.9 Presentation and facilitation skills.       | a & i |
| 4.3 Ability to work independently and as part of a team.                                     | a & i |   |       |
| 4.4 Effective negotiating, influencing, diplomacy and advocacy skills.                       | a & i |   |       |
| 4.5 Excellent customer care skills and the ability to form productive working relationships. | a & i |   |       |
| 4.6 Excellent communication skills both verbally and in writing.                             | a & i |   |       |
| 4.7 Ability to handle conflict situations.   | a & i |   |       |

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check, (c) others (o).**

#### Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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| <b>Approved by:</b>   | Gill Halliwell/Jayne Hooton Senior Environmental Health Officers<br>Samantha Bentley, Environmental Health Manager |
| <b>Date approved:</b> | May 2019   |
| <b>Reviewed:</b>      |  |