

Principal Environmental Health Officer

Job Description

JOB TITLE:	Principal Environmental Health Officer – Health and Housing / Private Sector Housing Team
GRADE:	Grade L
POST NUMBER:	Various
DIRECTORATE:	Housing and Regeneration
SERVICE:	Health and Housing
RESPONSIBLE TO :	Head of Private Sector Housing Enforcement
RESPONSIBLE FOR:	Posts including; Environmental Health Officers, Housing Standards Offices
ADDITIONAL INFORMATION	• This post does not require a DBS check • This post is not politically restricted • This post attracts does attract essential or travel allowance
JOB SUMMARY:	Provide high quality specialised services in the area of private sector housing and advise on the full range of issues which meet the needs of Tower Hamlets multi-racial commTeamy including managing officers, managing projects and assisting in policy development as required.
MAIN PURPOSE OF JOB	1. As an Officer with delegated authority, use accredited specialist multi-faceted skills and techniques to carry out a programme of pro-active and reactive functions which will contribute to raising standards of Housing and Public Health in Tower Hamlets. 2. Manage a Team within the Private Sector Housing Service. 3. To support the Team Leader / Head of Service in managing the Team and to deputise in their absence.
ROLE REQUIREMEN TS:	By using appropriate interventions, using delegated powers and specialist skills (i.e. audit, inspection, enforcement powers, negotiation and persuasion) within all types of dwellings within the Borough, with the aim to gain and ensure compliance with Environmental Health legislation so that the standards of public

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	health are protected and living conditions are enhanced for residents
2.	Using specialist skills make decisions on behalf of the Service relating to service requests, enforcement action, service consultations, licence and planning applications.
3.	Deliver advice, run campaigns and education initiatives with landlords, registered housing providers, residents and targeted groups to raise and improve levels of Housing standards and public health within the Borough.
4.	To identify, develop and nurture partnerships with other individuals, agencies, groups and government departments to enable the Service to develop and gain greater efficiency delivering its core functions.
5.	Provide professional and technical advice with mentoring and training to other members of the service as necessary. To be the Team's expert in a field of specialism relating to Environmental Health / Private Sector Housing. Deputise for the Team Leader / Head of Service and to develop the policy and strategy of the Service..
6.	Act as the Lead Officer on allocated projects: initiate, support and oversee projects and campaigns within the Service, carry a case load ensuring all work is undertaken in accordance with statutory requirements, the Council's policies and procedures to the highest professional practice and to the benefit of the residents in the Borough.
7.	Fully supervise allocated Officers in the Service and external contractors.
8.	Exercise delegated authority where authorised to act as an Officer or Inspector on behalf of the Council under the appropriate legislative provisions and ensure statutory responsibilities are properly and effectively discharged, on issues of Environmental Health specifically Housing functions and public health.
9.	Project manage, initiate, plan and manage campaigns in high priority Environmental Health areas, including the production and use of publicity material. Promote public and landlord education by devising and organising talks, presentations, displays, exhibitions to the public, schools, trade associations and other groups as necessary.
10.	Provide specialist and professional advice and guidance to all service users including residents, consumers, traders and businesses on all environmental health matters.
11.	Initiate and carry out enforcement and legal process functions in residential and commercial premises, including: prosecution,

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	service of notices, without legal representation, apply for applications and execute warrants, necessitating the forced entry to business and residential premises. To initiate and undertake programmed and complaint inspections, surveys and investigations under all the relevant Environmental Health Legislation, including visiting sites alone and taking necessary action. Such visits will involve attending locations and encountering situations, which may involve personal risk and requires a considerable amount of discretion.
12.	Carry a caseload prioritising and programming work and making day to day decisions on cases as required. Carry out criminal investigations which require collection of evidence by statement, interviews, occasionally by covert surveillance and make recommendations for legal proceedings and provide briefings for legal representatives as necessary on cases. Produce witness statements, attend court and other legal forums as an expert witness in Environmental Health issues on behalf of the Council as necessary. Meeting deadlines by statute and legal process.
13.	Responsible for the proper storage care, calibration of all specialist and routine equipment, which may be necessary for the carrying out of the post.
14.	Act as a Liaison Officer providing advice, guidance and an interface for the public and other Environmental Health Authorities for Service issues with locally based national and multi-national Businesses and organisations. Co-ordinate and advocate the Boroughs' position acting as the nominated professional officer at external meetings and on bodies, including meetings with external governmental, professional and judicial settings.
15.	To ensure that all duties and responsibilities are performed in accordance with all Council's Policies and Procedures including Financial Regulations, Standing Orders, Human Resources Policies and Procedures including the Council's Health & Safety Policy.
16.	To prepare correspondence and reports for and represent the Director at Committees/Sub Committees, or be a representative of the Council at Forums, Multi-Disciplinary working groups, etc.
17.	The postholder may be required to undertake any duty appropriate to the post within any Team of the Section at any location in the Borough.
18.	To participate in the Council's Performance Management Scheme through assisting the Team Leader in the development and setting of standards/targets for the Team and ensuring these are met within the agreed timescale. Assist with service development by identifying areas for improvement, producing work procedures and co-ordinating outcomes of inter-service meetings.
19.	Supervise others within the Section providing professional guidance, assistance and helping to ensure the smooth day to day running of the Service. Carry out Performance Development

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	and Reviews for allocated staff. Carry out regular one to one interviews with Service members and contractors. Carry out performance assessments, accompanied inspections and verification inspections with Team members, peers and contractors. Assist in monitoring the progress of the overall work of the Team. Liaise with contractors' agents. Prioritise complaint work and distribute to Team members. Closely monitor the complaint work to ensure complaints are dealt with professionally and within target times.
20.	Deputise for the Team Leader / Head of Service in their absence through meetings, representing the Service and any other matters as they arise. To be responsible for authorising leave, petty cash payments, and monitoring sickness.
21.	Keep abreast of professional development and best practise in all areas of Environmental Health, attending Continuing Professional Development Courses as appropriate and applying updated knowledge to present caseload and sharing information gathered on courses, including providing training for other staff.
22.	To operate and utilise Information Technology as appropriate to the Section and assist with the identification and development of new IT applications that would improve the efficiency of the Section. Produce reports and statistics. Audit information, identify inconsistencies and take corrective action. Assist in the monitoring of the progress of the overall work of the team.
23.	To produce and comply with the Council's Policy in the opposition and eradication of all forms of discrimination and to ensure all services are accessible to all users.
24.	To undertake any other duties and responsibilities which may from time to time arise, are within the capabilities of the postholder and commensurate with the grade of the post.
25.	The postholder may be required to undertake any duty appropriate to the post within any Team of the Section at any location within the Borough, including tasks outside normal working hours.
26.	To have full line management responsibility for the Team which they are based in. This is to ensure compliance with all Council procedures.
27.	To have full budgetary responsibility for the relevant budgets for the Team and Service.
28.	As an authorised Environmental Health Officer provide professional/technical advice and mentoring to other Environmental Health Officers/Technical Officers/Trainee Technical Officers/Students within the Service.

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29.	To have achieved EHRB accreditation and, where possible, hold the Assessment of Professional Competence or Assessment of Professional Development from the Chartered Institute of Environmental Health.
30.	Supervise others within the Team providing professional guidance, assistance and helping to ensure the smooth day to day running of the Service. Assist in monitoring the progress of the overall work of the Team. Assist with the planning process for the Service for the year.
31.	Develop, assist and advise on Strategy and Policy development within the Section. As a Team expert, co-ordinate responses on multi-disciplinary issues where the residents are at risk and liaise with other external agencies and Council Departments. Such liaison will inform and develop the Section's internal policies and strategies.
	GENERAL TERMS
32.	To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's performance, development and review scheme. To engage and develop all staff in the team to ensure they have clear personal development plans.
33.	Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
34.	This job description is a guide to the level and range of responsibilities you will be expected to undertake. It may be changed from time to time to reflect changing circumstances and demands. As directed, you will undertake additional duties and responsibilities that may arise from time to time commensurate with the grade of the post.
	SPECIAL TERMS AND CONSIDERATIONS
35.	To be able to work evenings and weekends with appropriate notice;

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Person specification for the Post of Principal Environmental Health Officer – Health and Housing		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	- Detailed and comprehensive knowledge of regulatory and discretionary responsibilities within the area of the teams responsibilities - Up to date knowledge of current work practices and recent developments within Environmental Health Housing / Commercial. - Knowledge and awareness of the issues involved when working within a multi-racial community - Appreciation of the way in which the Council is organised and conducts its business - Awareness of the communication and consultation techniques needed to obtain feedback from service users and to assist the focus of service development - Knowledge and understanding of supervisory techniques and their appropriate use. - Specialist knowledge of housing as it relates to Environmental Health	E E E E E E E	A A A I A A I
Qualifications & Experience	Experience of responding effectively to changing demands and priorities,	E	A

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	meeting targets and deadlines and maintaining quality services	E	I
	• To have experience of managing projects, campaigns and education initiatives.	E	A
	• To maintain a lead specialist role within a functional area of Environmental Health. Provide technical and specialist advice to others in the Service.	E	A
	• To have undertaken complex and intricate prosecutions in relation to the Housing Act.	E	A
	• Ability to carry out enforcement actions in relation to Prohibition powers under relevant legislation	E	A
	• Ability to inspect all categories of premises and as dictated by relevant Codes of Practice and guidance	E	A
	• Experience of fully managing a group of staff, setting and monitoring individual targets and addressing poor performance.	E	I
	• Experience of working in an Environmental Health department, investigating complaints, determining applications and devising complex sampling protocols	E	A
	• Degree or Diploma in Environmental Health.	E	A
	• Achieved registration with the CIEH Environmental Health Registration Board (EHRB) and depending on date of the		

	award of the EHRB, to have passed/working towards the Assessment of Professional Competence or Assessment of Professional Development scheme of the CIEH.		
Living the TOWER Values sets out the essential behaviours required of all staff. They are aligned to the organisation's five TOWER Values			
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	- Ability to plan, programme, deliver and monitor projects and programmes of work, in line with agreed timescales and outputs; ability to contribute to cross-service/agency projects. - Good organisational skills and be capable of achieving agreed deadlines and targets, whilst staying motivated and focused. - Clear verbal and written communication skills to write reports for statutory purposes to achieve successful outcomes	E E E	I I I
We are OPEN and transparent	- Able to share good practice and experience and learn from others. - Ability to respond constructively to changing demands and needs, meet tight Deadlines and maintain quality services - Ability to work as part of a team	E E E	I I I
We are WILLING to challenge, innovate and	Actively pursuing Continuing Professional Development as defined by the CIEH.	E E	I A

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be accountable	- Committed to own learning and development. - Understanding of the use of IT in developing services. - Ability to efficiently and effectively analyse information.	E E	A I
We empower each other to be EXCELLENT and go the extra mile	- Ability to present complex issues clearly and concisely, both orally and in writing, and to develop appropriate promotional material. - Ability to develop effective partnerships within the council, with the private sector and other external agencies - both statutory and voluntary. (The post holder will seek out new initiatives for partnership working in the delivery of services in accordance with best practice and council policies). - Effective negotiation and advocacy skills	E E E	A A
We RESPECT all communities; they are the heart of everything we do	Knowledge and commitment to Equal Opportunities and the ability to implement within the service and for service delivery	E	I
Additional Requirements	- Will be required to work outside normal office hours to carry out service functions and attend meetings as required - Undertake unaccompanied site visits as appropriate	E E	A A

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	• Post holder shall have a full, clean driving licence and shall provide a suitable vehicle for carrying out the functions of the post	E	I
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