

Job Description

Job Title	Environmental Health Officer – Residential Services
REPORTS TO	Principal Environmental Health Officer
DIRECT REPORTS	n/a
INDIRECT REPORTS	n/a

PURPOSE OF THE JOB ROLE

To drive improvements in the health and well-being of residents and the local environment through the effective regulation of private residential accommodation and the enforcement of tenant's rights in particular:

- The remediation of poor housing conditions through the application of the Housing Act 2004 and the housing health and safety rating system (HHSRS), and the use of a broad range of interventions from education to the service of enforcement notices, orders, works in default, and civil and criminal sanctions.
- The investigation and enforcement of breaches of the Renters Rights Act 2025 and associated landlord-tenant legislation.
- The Licensing and inspection of houses in multiple occupation (HMOs) and other licensable properties;
- The regulation of 'Protected' Mobile Home Sites through the implementation of Caravan Site Licensing;
- Partnership working and the provision of high- quality specialist technical advice, guidance and support to Council officers, members of the public, stakeholders and local businesses, including investigation and enforcement of customer requests, queries and complaints.

MAIN DUTIES AND RESPONSIBILITIES

- Take a lead role in the delivery of the Council's functions pertaining to the enforcement and improvement of housing standards and management, including HMO and Caravan Site Licensing.
- Take a lead role in the investigation and enforcement of civil breaches and criminal offences related to housing law and the protection of the rights of private tenant's as required by the Renters Rights Act 2025
- Prepare and issue Civil Financial Penalties for relevant housing offences, and defend the Council's decisions at Court and Tribunal.
- Apply for Rent Repayment orders at the First Tier Tribunal, and advise tenants on the correct process for making their own application.
- Where civil financial penalties and rent repayment orders are unpaid, utilise debt recovery process to recover the debt.
- Without recourse to higher authority take appropriate enforcement and legal action in accordance with delegated authority, including serving statutory notices and orders, making licensing determinations, commissioning works in default, preparing prosecutions files, and making Management Orders.

- Managing complex criminal investigations involving multiple offences; interviewing suspects under caution and preserving evidence in line with the Police & Criminal Evidence Act 1984.
- To prepare detailed, complex reports, witness statements and correspondence pertaining to area of expertise. Where legislative breaches have been identified, to prepare legal files using criminal and civil procedure rules, presenting all evidence in the case for referral to Legal Services where appropriate; as well as representing the Council's interests at Magistrates Court and Tribunal (Property Chamber).
- In line with the Council's financial procedures and where legislation allows, ensure the timely recovery of costs associated with regulation and enforcement of private residential accommodation.
- Utilising delegated powers to obtain warrants of entry; undertake unannounced visits at anti-social hours in evenings and at weekends, securing evidence for consideration for further enforcement activity.
- Investigate service requests relating to long term empty properties, and apply all available informal and legislative tools to bring empty properties back into use or to prevent them becoming a nuisance or risk to public health.
- Develop and maintain operational and strategic partnerships with Council services and external agencies including Police, DWP, HMRC, Home Office Immigration Enforcement, Royal Berkshire Fire and Rescue.
- Ensure the Council's statutory and legal responsibilities relating to unauthorised encampments of Gypsy, Roma or Travellers are efficiently and effectively discharged in accordance with the council's policies, procedures and standards.
- Act as the lead for allocated area(s) of specialist knowledge and advice. specialist area and maintain own professional competency and, through training, mentoring and supervision, develop the competency, knowledge and skills of other team members.
- Assist with the supervision induction, development, coaching and motivation of staff within the team as necessary.
- Attendance at evening meetings, visits and inspections as necessary.

This job description outlines the main duties and responsibilities but does not detail every task required for service delivery. You may be asked to take on additional duties at an equivalent level, on a temporary or permanent basis.

GENERAL RESPONSIBILITIES

Standard responsibilities that apply to all council staff or specific groups are set out in the [Employee Handbook](#), these include:

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| • Corporate management | • Risk management including Health & Safety |
| • Information governance compliance | • Business continuity |
| • Whistleblowing | • Equality of Opportunity |
| • General Safeguarding Statement | • Our corporate values |
| • Project and work management | • Budget management |
| • Working in a team | • Specific responsibilities for managers |

Local operating procedures and specific activities/tasks will be supplied by the service.

PERSON SPECIFICATION

Humility, Empower, Respect, One Team.

<p>Qualifications/Education/Training</p>	<p>Diploma (if obtained before 1993) or Degree or MSc in Environmental Health, Housing, or related discipline.</p> <p>HHSRS qualification including practical inspection and enforcement.</p> <p>Chartered Practitioner with Chartered Institute of Environmental Health (CIEH) (Desirable)</p> <p>EHORB Registration or Registered Environmental Health Practitioner or similar professional registration (Desirable)</p>
<p>Experience</p>	<p>Significant experience of enforcing the full range of environmental health, housing, drainage and public health activities and legislation.</p> <p>Substantial experience of applying full range of property licensing or caravan site licensing legislation.</p> <p>Experience of undertaking complex criminal investigations and presenting evidence in Court or Tribunal.</p> <p>Experience of taking regulatory decisions in a high pressured, emotionally demanding environment, in line with relevant procedures and legislation</p> <p>Experience of supervising, managing or mentoring staff (Desirable)</p> <p>Specialist expert knowledge or experience in a particular field e.g. Caravan Site Licensing, Fire Safety in High Rise residential buildings, tenant's rights, landlord and tenant law or similar (Desirable)</p>
<p>Skills, Abilities and Competencies</p>	<p>Strong inspection, investigation and research skills, ability to write clear concise technical reports.</p> <p>Ability to carry out complex criminal investigations, prepare legal case files and effectively and professionally represent the Council at Criminal and Civil Proceedings.</p> <p>Strong understanding of and ability to apply the Housing Health and Safety Rating System (HHSRS) and associated tools and statutory guidance.</p> <p>Highly motivated and committed to achieve results efficiently and effectively.</p> <p>Ability to advise and influence through effective communication and leadership at all levels, including building relationships with businesses, partners and stakeholders in a variety of media, forums and situations</p> <p>Strong levels of digital literacy across range of software and databases.</p>

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	<p>Ability to lead and motivate junior members of staff, managing their performance in accordance with KPIs and relevant service standards. Ability to deputise for Environmental Health Team Leader when required.</p> <p>Ability to operate effectively under pressure, making autonomous decisions, plan organise and prioritise workload.</p>
Specific Working Requirements	<p>Attendance at meetings, visits, and inspections at unsocial hours, as necessary</p> <p>Hold a current driving licence and provide a roadworthy, taxed and business insured vehicle able to carry equipment and undertake the functions associated with the post on a daily basis.</p>

OTHER/SPECIAL REQUIREMENTS FOR THIS ROLE	
DBS check required for this role	Basic
Is this role “politically restricted”?	No

ADDITIONAL JOB DETAILS	
Job Grade	7
Directorate	Place
Service Area	Environmental Health