



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

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| <b>Authority</b>                    | ADC / WBC  |
| <b>Directorate</b>                  | Housing and Communities  |
| <b>Post Title</b>                   | Senior Environmental Health Officer<br>(Standards and Compliance)  |
| <b>Post Number</b>                  |  |
| <b>Accountable to</b>               | Private Sector Housing Manager   |
| <b>Key leadership relationships</b> | <p><b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p><b>External:</b> Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p> |
| <b>Work style</b>                   | This role falls within the Blended Working Policy  |
| <b>Last updated</b>                 | April 2024   |

## Job Description - Principal purpose of job (role summary)

As Senior Environmental Health Officer you will support the Private Sector Housing Manager by having lead responsibility for the full range of enforcement and advisory activities relating to private sector housing responsibilities of the Council. These responsibilities include:

- a) Housing conditions
- b) Houses in Multiple Occupation
- c) Housing or living conditions giving rise to public health concerns or causing a nuisance.

In addition you will have lead responsibility for the identification, inspection and, where necessary, licensing of houses in multiple occupation and assist the Private Sector Housing Manager in ensuring good customer service and complying with relevant service standards.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

## Expectations of post holder

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| Willingness to embrace change and ability to adapt to new ways of working   |
| Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan  |
| Act with honesty and openness, and be brave enough to contribute your ideas and get involved  |
| Bring your passion for delivering a high quality service for our residents to your role   |
| Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow   |
| Live how we work with each other and our customers: <ul style="list-style-type: none"> <li>● We listen</li> <li>● We say what we think &amp; do what we say</li> <li>● We are inclusive &amp; kind</li> <li>● We are ambitious</li> <li>● We think &amp; act beyond ourselves and our service</li> <li>● We are a team</li> </ul> |
| Promote the service and Councils positively at all times  |

## Role specific Duties and responsibilities

To have lead responsibility for the full range of enforcement and advisory activities relating to private sector housing responsibilities of the Council.

To have lead responsibility for the identification, inspection and, where necessary, licensing of houses in multiple occupation.

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| To innovate and develop new approaches to service delivery in line with changes to central government policy and emerging local housing needs, ensuring that the Council is at the forefront of best practice.   |
| To mentor the private sector housing officers on their private sector housing enforcement workload.  |
| To allocate complaints about private sector housing to other officers within the private sector housing team and liaise with them on the timely and efficient progression of these complaints.   |
| To maintain a thorough understanding of the relevant policy and legislative framework, including Council powers and duties, for Housing, Planning, Building Control and Environmental Health legislation.  |
| To carry out inspections, and/or assist in such inspections, of housing and living conditions within the private sector, either in response to complaints or proactively, to identify matters requiring attention.   |
| To keep computer and/or manual records of actions in accordance with procedures of the Team and as directed by the Private Sector Housing Manager, including particulars of inspections and of the action taken in the execution of the post holder's duties   |
| To provide the Assistant Director of Housing and Homelessness Prevention, the Private Sector Housing Manager and Council Members with records of activity and performance, written reports, statistical and other information relating to private sector housing standards and compliance activity as required.  |
| To publicise and promote the work of the Private Sector Housing team in respect of private sector housing standards and compliance   |
| To work with the Private Sector Housing manager to develop professional and advisory links with landlords, letting agents and managing agents with a view to improving the quality of the private sector housing stock   |
| To secure the efficient, effective, economic and customer orientated service delivery of the duties associated with the post, in accordance with Council Policies, Standing Orders, Financial Regulations and other authorised procedures and practices & secure the efficient and effective use of all resources under the control of the postholder. |
| To act as co-ordinator and focal point for the Councils on private sector housing enforcement, answering enquiries from homeowners, tenants, landlords, members of the public, the media and others.   |
| To issue statutory Notices, prepare cases for legal action and to attend court or tribunal, if necessary, and to assist other officers within the Private Sector Housing team in these actions.  |
| To ensure that suitable and timely representations are made in respect of planning applications affecting private sector housing.  |
| To act as an Authorised Officer of the Local Authority in accordance with the Public Health, Environmental Protection; Control of Pollution; Housing; Health and Safety at Work, etc. Acts and related and subsequent legislation.   |
| To assist the Private Sector Housing team in carrying out statutory and discretionary grant activities as considered appropriate or necessary by the Private Sector Housing Manager  |

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| To approve applications for grant assistance in the absence of the Senior Environmental Health Officer (Adaptations & Assistance).   |
| To ensure that the Private Sector Housing Manager is advised and updated of cases, particularly where there may be a risk to the household, or member of the household, or where the organisation may potentially be exposed to risk |
| Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities   |
| Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies |

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

## Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

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| <b>Participative</b> | <p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the <a href="#">Participation Skills &amp; Competencies</a>.</p> |
| <b>Adaptive</b>      | <p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges &amp; opportunities to be able to adapt to change around you</p>   |
| <b>Resilient</b>     | <p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>   |
| <b>Leadership</b>    | <p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>   |

|                       | <b>Essential</b>  | <b>Desirable</b> |
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| <b>Qualifications</b> | <p>Educated to A Level standard as a minimum or equivalent</p> <p>Technical qualification in Environmental Health</p> |                  |

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|                              | Full and current driving licence.   |  |
| <b>Knowledge</b>             | <p>Knowledge of housing conditions, construction, defects and repairs.</p> <p>Knowledge of the administrative and legislative processes involved with enforcement in private sector housing.</p>  |  |
| <b>Experience</b>            | <p>Experience of investigating complaints about housing conditions, housing inspections, the issue of enforcement notices and attendance at court and tribunals.</p> <p>Experience of operating a licensing scheme for houses of multiple occupation.</p> <p>Experience of working in local authority private sector housing enforcement.</p>   |  |
| <b>Communication</b>         | <p>Ability to provide clear, confident and effective leadership in a highly pressurised environment, motivating others to maximise their performance and delegating effectively where appropriate.</p> <p>Excellent interpersonal, communication, negotiation and influencing skills.</p> <p>Strong communicator, able to engage clearly and appropriately with stakeholders at all levels, inside and outside of the organisation.</p> <p>Ability to communicate clearly with residents, leaseholders and councillors using tact, diplomacy and sensitivity.</p> |  |
| <b>Relationship Building</b> | <p>Builds positive and productive working relationships with a wide variety of individuals including staff, managers and residents</p> <p>Secures positive outcomes through negotiation with managers and wider teams</p> <p>Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues</p>   |  |

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|                                 | <p>Committed to securing the best possible service and outcomes for customers</p> <p>Strong interpersonal and empathy skills</p>   |  |
| <b>Analytical</b>               | <p>Has an analytical approach and professional curiosity, for example to try new ways of doing things to increase effectiveness and efficiency</p> <p>Demonstrates an eye for detail and good concentration</p> <p>Able to interpret analytical data and work to KPI's.</p>  |  |
| <b>Planning/<br/>Organising</b> | <p>Ability to work with complexity and translate ideas into achievable outcomes</p> <p>Ability to establish clear targets, define plans and coordinate resources in order to meet them reducing waste in processes and procedures</p> <p>Ability to performance manage a team and drive organisational change in an effective manner</p> <p>Create and maintain accurate documentation for all internal work processes</p> |  |
| <b>Other requirements</b>       | <p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction</p> <p>Able to travel within the Adur and Worthing Districts</p>  |  |

**Job description & Person Specification agreed by:**

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| <b>Post holder (Print name):</b> |  |
| <b>Signature:</b>                |  |
| <b>Date:</b>                     |  |