

## Environmental Health Specialist (Housing)

<b>Service area:</b>	<b>Environmental Health</b>
<b>Reports to:</b>	<b>Head of Environmental Health with delegated responsibility the Principal Officer (Licensing and Housing)</b>  <b>(Housing &amp; Licensing)</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Location:</b>	<b>Leek and Buxton</b>
<b>Work flexibly between various locations:</b>	<b>Yes</b>
<b>Grade:</b>	<b>AG7</b>
<b>Salary range:</b>	<b>Spinal Column Points 30-34</b>
<b>Car driver:</b>	<b>Yes</b>
<b>Essential/casual:</b>	<b>Essential</b>

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### JOB PURPOSE

To participate in the delivery of a comprehensive and professional Housing/Public Health service across the Alliance, through competent, confident and timely processing of Housing & Public Health related issues.

To improve the private sector housing stock by responding to requests for service, giving advice, carrying out inspections and enforcing provisions of legislation relating to private sector housing and public health issues.

To deliver a customer focused, high-quality service in accordance with the agreed service specifications, business plan, service level agreements and the requirements of legislation, delegated powers, Council policy and codes of practice.

To provide expert advice and support to tenants, landlords and owner occupiers, ensuring compliance with housing, tenancy and public health legislation.

To work across the Alliance to ensure organisational and public service outcomes are maximised.

To actively demonstrate a 'can do' attitude and commercially minded approach, to ensure efficient, effective and positive service delivery.

## JOB DUTIES

- To assist the Senior Officer as a Housing and Land Drainage Specialist on all aspects of Housing, and Public Health related issues across the Alliance, taking into consideration government issued legislation and guidelines.
- To act as the Housing and drainage specialist, as part of a team and manage a caseload with the collective responsibility of meeting team targets and service objectives, in relation to:
  - Housing conditions
  - Houses in Multiple Occupation including Licensing
  - Overcrowding
  - Empty Homes initiatives
  - Licensing of Camping, Mobile Homes and Caravan Sites
  - The Renters Rights Act
  - The investigation and resolution of various classes of Statutory Nuisance and Public Health complaints using Housing and other relevant Legislation in relation to Private Sector Housing Stock.
- Dealing with service requests and giving advice to tenants, occupiers and landlords as appropriate.
- Carrying out such specific investigations and surveys as may be assigned. Including advising on Housing standards enforcement and standards in houses in multiple occupation, hostels and other accommodation.
- To carry out reactive and proactive work in respect of all types of Houses in Multiple Occupation.
- Carry out reactive proactive work in respect of all types of property and site licensing
- To initiate and carry through enforcement action in respect of all legislation within the remit of the Private Sector Housing Service, and to attend Court and represent the Council in enforcement proceedings, if necessary, as directed by the Principal Officer or the Head of Service.
- To apply the Housing and Health Safety Rating System (HHSRS) to dwellings and make judgements as to the most appropriate course of action. Prepare specifications of work/notices and interpret plans etc on site.
- Carry out joint inspections with other agencies, agents, landlords, colleagues or a range of stakeholders.
- Prepare statutory notices/orders for approval and serve these on individuals or properties as required.

- To initiate enforcement action where necessary, represent the Council as expert witness and attend court proceedings when required, prepare timely and accurate reports, maintain and contribute to returns, public registers and statistics where required.
- To represent the council at external meetings, in enforcement proceedings, and prepare and present reports and evidence for court, tribunals, and public local enquiries.
- To prepare specifications of works, comment on tendered details as requested, supervise works on site and certify satisfactory completion in respect of works being undertaken by contractors appointed by the Council for Works in Default.
- Liaise with relevant internal and external partners, such as Housing Options and Advice, Fire Authority, Building Control and Planning Officers, on matters relating to private sector housing, and using their resources and expertise where necessary.
- Be responsible for the use of computers and the maintenance of all the necessary records and administration in connection with the duties of the post and to prepare reports and statistics as required.
- Ensure that all electronic and paper records in respect of own casework, are properly maintained and accurate.
- To give advice in respect of planning applications in relation to environmental health and associated legislation.
- Maintain working knowledge of relevant legislation, regulations, technical developments and good practice and national policy in respect of Environmental Health function.
- To liaise and exchange information with other Council employees, Members or representatives of outside bodies.
- Liaise with external organisations, other authorities, working parties, other Council departments (including Legal services) and staff within the Service to achieve best practice relating to the duties of the post.
- Instruct the Council's Legal Services in respect of enforcement action; prepare evidence and process cases for legal proceedings, including Court appearances.
- To keep professionally up to date on all new legislation, regulations, Codes of practice relating to the housing and public health specialist and ensure any CPD requirements are met.
- To carry out any other duties that are commensurate with the grading of the position as directed by the Head of Service or Principal Officer.

## CORPORATE RESPONSIBILITIES

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

## JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out-of-hour work may be required (evenings, weekends and bank holidays)
Working Conditions	Agile working (with travel to Alliance office locations as required). Travel to Alliance office locations and geographical areas as required. The post holder will need to carry out unaccompanied site visits as required. Outdoor work may be in lone working conditions involving some exposure to inclement weather and disagreeable or difficult surroundings/conditions. The post holder may have to deal with public who are upset, angry or cannot deal well with authority. The post holder may encounter people and/or animals in circumstances which involve poor environmental conditions.
Resources Staff/Finance	
Physical	Working to planned priorities. The post holder may be required to carry equipment to inspections and carry out inspections of loft spaces or use ladders in some circumstances.
DBS	No
March 2026	