

## BOROUGH OF HYNDBURN

### Job Description

<b>Job Title:</b>	ENVIRONMENTAL HEALTH MANAGER – HOUSING STANDARDS
<b>Post No.:</b>	
<b>Service:</b>	Environmental Health
<b>Agreement:</b>	NJC FOR LOCAL GOVERNMENT SERVICES
<b>Range:</b>	Grade 12
<b>Other:</b>	Essential Car User allowance Safety Critical role (subject to random drug and alcohol testing)

#### Organisational Relationships:

- a) Reports to: Head of Service
- b) Supervises: 3 x FTE & Contractors when applicable
- c) Co-ordinates with: Other employees within the Authority. Also, representatives of external organisations and customers.
- d) As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the standards adopted by the Council.
- e) Some work may be required out of normal office hours.

#### Primary Objective(s):

- To lead and manage the activities of the Private Sector Rented Housing Team including Empty Properties
- To be responsible and accountable for the performance of the Private Sector Housing Team and Empty Property Officer by agreeing targets with relevant staff, monitoring their achievement and implementing Council policy within approved budgets
- To be the lead officer under the Councils Scheme of Delegation for implementing and applying legislation in relation to Housing and Empty Properties
- To contribute to the preparation and implementation of business / service plans / policies and procedures as appropriate
- To be responsible for meeting set targets relating to income generation

## **Main Duties and Responsibilities:**

1. Manage the Private Sector Rented Housing and Empty Properties Team and be responsible for all services delivered by the Team.
2. To take an overview of Housing issues and provide professional advice and leadership to team members, the Council and its service area; also to act as lead officer relation to private sector rented housing work across the borough.
3. To lead, be responsible for and effectively manage the Councils Private Sector Rented Housing service.
4. To lead and be responsible for the implementation and deliver of national and local relevant strategies, as determined by statute or Council policy including air quality or other initiatives.
5. To be responsible for the managing the budget for the Private Sector Rented Housing Service. To ensure income targets are met and all options for income generation are explored, implemented and successful.
6. Carry out investigations of unlicensed HMO premises, working with multi agency partners as necessary. This will include collation of evidence to support advice and for enforcement purposes.
7. To provide clear and detailed advice in response to queries about HMOs and other private rented dwellings including on the enforcement of complex legislation and management regulations to a broad range of stakeholders.
8. Undertake inspections of Houses in Multiple Occupation (HMOs) and other dwellings using official guidance to identify disrepair and other non-compliance with local and statutory requirements and breaches of management standards.
9. To be responsible for the implementation of Council Health and Safety policies and procedures in the service together with the development of any relevant policies for the Service.
10. Carry out work as required in relation to a pandemic response
11. To provide a response to the Emergency Planning and Health and Safety Officer as required in any emergency incident.
12. To represent the Service at external and internal meetings, including evening meetings if required.
13. To develop, implement and review Service plans, policies and procedures
14. Prepare and issue Legal Notices, Civil Penalties, Prosecution files as appropriate after consultation with The Council's Legal Officers and the Head of Service.
15. To prepare documents for tribunals and attend tribunals where appropriate.
16. Ensure the officers in the team correctly prepare evidence for prosecutions, FPN's and any other relevant enforcement option and appear in Court as a witness for the Council when necessary.
17. Make applications to a Justice of the Peace for a Warrant to enter premises when necessary.
18. Investigate complaints and take appropriate action including notifying the client of the outcome of the investigation.
19. Manage the training requirements of Student Environmental Health Officers, Apprentices and Officers within the team.
20. Prepare reports, statistics and monitor the achievement of team targets for Management Team, Cabinet/Council.

21. Participate fully in special projects or working groups as required, both within the council and with partners across the region.
22. Promote and engage in partnership working to achieve the objectives of the Council.
23. Co-ordinate responses for Freedom of Information requests and any relevant consultation processes.
24. Ensure all staff receive annual 1 to 1 annual review meetings including participating in development opportunities and ensure that team development needs are identified and addressed.
25. Manage and motivate team members, including recruitment, performance and development, timekeeping and leave, attendance, conduct, grievances, acting as a role model for the Council's values: Teamwork, Customer Focus, Integrity and Positive Attitude.
26. Attend Council Committees, Panels and Working Groups when required.
27. Develop work plans and manage budgets for the service, in conjunction with the Head of Service.
28. Operate in accordance with Council priorities and compliance policies relating to Health & Safety, Equal Opportunities and Customer Care.
29. To undertake any other duties as required by the Head of Service, commensurate with the grade of the post, qualifications, training and experience.
30. To participate fully in all inter-Departmental Working Groups/Panels, etc. and co-operates fully to ensure that the Authority's corporate objectives are achieved.
31. To assess own performance against the team and individual work objectives.
32. To participate in development opportunities to ensure that all employees are employed to their full potential within budgetary restraints.
33. To contribute to the formulation of the Department's annual training plan taking into account the training and development needs identified and their relevance to business objectives.
34. To deal with colleagues openly and fairly at all times and support mutual respect within teams.

**NB** *In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's staff performance development review scheme. Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.*

**Equality Act 2010** - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

# PERSON SPECIFICATION

<b>JOB TITLE</b>	<b>ENVIRONMENTAL HEALTH MANAGER – HOUSING STANDARDS</b>	<b>POST NO.</b>	
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PERSONAL ATTRIBUTES (BASED ON JOB DESCRIPTION)		ESSENTIAL	DESIRABLE	HOW TO BE MEASURED APPLICATION FORM (A) INTERVIEW (I) TEST (T)
<b>QUALIFICATIONS</b>				
1.	Recognised BSc Environmental Health OR Diploma in Environmental Health OR equivalent.	✓		A
2.	EHORB registered OR equivalent	✓	✓	A
3.	Management qualification (or working towards) such as DMS, ILM.			A
4.	To hold Chartered Status with the Chartered Institute of Environmental Health		✓	
5.	Recognised Post Graduate Diploma		✓	A
6.	Certificate of competence (HHSRS)	✓		A
<b>EXPERIENCE</b>				
1.	Minimum 2 years supervision / management experience within an Environmental Health team setting.	✓		A/I
2.	Minimum 5 years operational experience in Housing in a Local Authority team or equivalent	✓		A/I
3.	Experience of corporate working and policy development.	✓		A/I
4.	Experience of project leadership.		✓	A/I
5.	Experience of working in high pressure, demanding environment	✓		A/I
<b>KNOWLEDGE/SKILLS/ABILITIES</b>				
1.	Ability to develop and implement Policies and Procedures relevant to the running of a successful Housing Team.	✓		A/I
2.	In depth knowledge of Environmental Health legislation related to dwellings and the housing environment and Housing legislation and the administrative and technical processes necessary for the effective application of the legislation (including evidence gathering and PACE).	✓		A/I
3.	Knowledge of the procedures for serving notices, investigating complaints, formal action e.g. prosecutions	✓		A/I
4.	Able to monitor the effectiveness of the team and take corrective action where necessary.	✓		A/I
5.	Be able to work under your own initiative, with minimal supervision and promote good team working	✓		A/I
6.	Excellent working knowledge of IT systems including Flare, Word, Excel and Access.	✓		A/I
7.	Numerate and able to produce accurate and timely statistical returns.	✓		A/I

8.	Able to co-ordinate and manage the activities of staff, including the training of students.	✓		A/I
9.	Good communication skills both verbally and in writing, adapting communication style to the audience.	✓		A/I
10.	Good financial and budget management skills.	✓		A/I
11.	Responsible for service area budget	✓		A/I
12.	Carry out site visits as and when required	✓		A/I
	Able to deal with difficult situations which may involve partnership/multi agency working	✓		A/I
<b>ADDITIONAL REQUIREMENTS</b>				
1.	Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence).	✓		References
2.	Commitment to providing an excellent standard of customer service.	✓		A/I
3.	Provide a car and have a current licence.	✓		A/I
<b>OTHER</b>				
1.	Have flexible attitude and be committed to the principles of public services and local democracy.	✓		A/I
2.	Be willing to undertake out-of-hours when required.	✓		A/I
3.	Commitment to the principles of local democracy.	✓		A/I

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