

## Role Profile

<b>Job Title:</b>	<b>Principal Housing Enforcement Officer, Principal Environmental Health Officer (Tower Blocks)</b>
<b>Location:</b>	<b>Colindale/Hybrid</b>
<b>Department:</b>	<b>Housing Regulatory Services</b>
<b>Directorate:</b>	<b>Growth</b>
<b>Grade:</b>	<b>J</b>
<b>Salary Range:</b>	<b>£48,003 - £53,172</b>
<b>Reports to:</b>	<b>Team Manager</b>

### 1. Job Purpose:

- a) To investigate, monitor, risk assess, advise and take the appropriate legal action in relation to high risk tower blocks within the London Borough of Barnet.
- b) All enforcement decisions, information and documents to be stored on the Council's data management system. This should include all relevant information that informs any risk assessments completed.
- c) Maintain a monitoring tracker for monthly review by LBB to clearly demonstrate key decisions, action being taken and project progress
- d) Maintain a monthly update on the project for review by LBB linked to the tracker detailed in c) above.
- e) All enforcement decisions to be taken in line with the Regulatory Services enforcement policy
- f) Keep abreast of and provide briefings in relation to any legal and or policy changes in relation to tower blocks
- g) The post holders will operate flexibly in relation to any changes in priorities.

### 2. Key accountabilities:

- a) To investigate, monitor, risk assess, advise and take the appropriate legal action in relation to tower blocks, specifically high and mid rise, within the London Borough of Barnet.
- b) Ensure that all targets are met within the relevant timescales. Remedial action is to be taken where issues are identified or the project is falling behind.
- c) To provide regular updates for the manager on project performance and compliance with targets and milestones. Ensure the Group Manager is kept fully informed on any aspect of work

which is controversial, political, strategic, financial or otherwise of a sensitive or highly complex nature.

- d) Draft updates and briefings for committee, senior members etc for review by the Manger
- e) Liaise with officers within council services, outside organisations, companies and individuals to deliver an effective project.
- f) Keep up-to-date with changes in legislation, policies, attitudes and techniques relevant to their project.
- g) Assist and lead as necessary at meetings, working parties, public meetings, exhibitions or demonstrations
- h) Carry out research or survey work related to the project. Participate in specialist project teams as required.
- i) Provide expert advice and guidance to management and other environmental health staff to ensure successful project delivery.
- j) Act as the lead officer in the preparation and execution of publicity campaigns and educational work as required by the Group Manager.

### 3. Financial Responsibilities:

- a) No budget responsibility.
- b) Ensure that all financial information is accurately recorded on the appropriate data management system to make sure that payment and income data is robust.

### 4. Health and Safety Responsibilities (choose one option):

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

### 5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

### 6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

**7. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

**PERSON SPECIFICATION**

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<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Professional Membership/Qualification</b>		
Successful completion (or imminent completion) of an Environmental Health degree or postgraduate MSc course, accredited by the CIEH in Environmental Health (Housing Enforcement Officer)  Or  Demonstrable professional experience in the relevant specialism (18 months-2 years)	Essential	Application
HHSRS qualification	Essential	Application
Fully qualified EHORB registered and eligible for Corporate Membership of the CIEH (EHO)	Desirable	Application
<b>Experience &amp; Knowledge</b>		
Existing technical knowledge of Housing Regulatory Services and investigation of complex fire safety issues. (18 months-2 years)	Essential	Application/Interview

Experience of taking complex housing enforcement action. (18 months-2 years)	Essential	Application/Interview
Excellent interpersonal and negotiation skills and able to communicate clearly both verbally and in writing with a wide range of contacts and to deal with difficult or complex issues	Essential	Application/Interview
Ability to accurately draft legal documents	Essential	Application/Interview
<b>Skill &amp; Ability</b>		
Competent user of Microsoft Office specifically Word, Excel, PowerPoint, and Outlook.	Essential	Application/Interview
Ability to accurately record data using specialist data management systems	Essential	Application/Interview
Is self-motivated and able to work under pressure to meet deadlines and targets whilst producing work to a high standard.	Essential	Application/Interview
Adaptable, has as a flexible attitude and is able to adjust to change in tasks at short notice.	Essential	Application/Interview
Able to progress sometimes complex cases in a timely manner accurately and in accordance with the relevant legislation and guidelines.	Essential	Application/Interview
Ability to drive	Essential	Application
<b>Values &amp; Behaviours</b>		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
<b>Learning to Improve</b>		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview

Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Desirable	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Desirable	Application/Interview
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview