

Role Profile

Job Title:	Principal Environmental Health Officer
Location:	Colindale/Hybrid
Department:	Housing Regulatory Services
Directorate:	Growth
Grade:	J
Salary Range:	£49,590 - £54,927
Reports to:	Team Manager

1. Job Purpose:

To provide technical, professional enforcement services with the overall aim of protecting and improving the health, safety and welfare of every resident, worker and visitor within the Borough.

To undertake their duties in the Housing Regulatory Services Team (delete as appropriate) specifically HMO Licensing and enforcement but will need to operate flexibly and changes in priorities may involve the post holder being employed in any area of work related to Housing Regulatory Services.

To take the appropriate action including enforcement action in relation to legal contraventions identified, based upon accurate and legally robust information.

To work independently in a hybrid manner ensuring that the most appropriate enforcement actions and decisions are made at all times.

To deal or support other officers on the most complex enforcement cases

To take on specific additional relevant specialisms such as planning consultations and lead on this for the department.

2. Key accountabilities:

- a) Undertake the investigation of service requests and identify contravention of legislation and corrective action to be taken. This will include taking the appropriate action in line with the relevant policies, procedures and legislation within the general purview of the section. Legal action to include service of notices, Emergency Prohibition Orders, Financial Penalty Notices, issuing cautions, completing work in default and referral for prosecution.
- b) Undertake intelligence led enforcement activities to identify legal contraventions.
- c) Identify licensable premises and take all necessary steps to licence the premises within target

times, ensure compliance of licencing conditions, and taking the relevant enforcement action.

- d) Carry out the enforcement of legislation and other powers in a timely and efficient manner, as may be required in line with service and statutory legal guidelines. This will include representing the Council at tribunal or court in the event of appeals and/or prosecutions.
- e) Prepare and deal with correspondence, licences, statutory notices, orders, penalty notices and other documents.
- f) Originate reports in the appropriate format including the preparation and evaluation of statistics.
- g) Scrutinise, process and comment on applications, plans reports schemes or other submissions for environmental guidance or clearance as directed.
- h) Liaise with officers within council services, outside organisations, companies and individuals in order to deliver an effective Service.
- i) Ensure the Head of Service is kept fully informed on any aspect of work which is controversial, political, strategic, financial or otherwise of a sensitive or highly complex nature.
- j) Keep up-to-date with changes in legislation, policies, attitudes and techniques relevant to their service groups.
- k) Assist at meetings, working parties, public meetings, exhibitions or demonstrations
- l) Carry out specialist duties as requested and in accordance with experience and training.
- m) Carry out research or survey work related to the work of the service. Participate in specialist project teams as required.
- n) Officers are expected to monitor and manage a high number of cases, make decisions independently, prioritising caseloads appropriately depending on risk and evidence of significant legal contraventions. Officers will take responsibility for their outputs whilst understanding how their role fit into the role of the team, the Directorate and the Council.
- o) The role involves a high level of interaction with the public which should be undertaken in a calm and professional manner appropriate to the situation. The postholder is expected to build trust with others and work on their own initiative.
- p) Provide expert advice and guidance to management and other environmental health staff as required with the aim of protecting and improving the health and wellbeing of every resident, worker and visitor within the Borough.
- q) As required to act for the Head of Service or Team Leader in their absence and provide day to day cover and support within the department.
- r) Support the Head of Service and Team Manager in the professional management of a team of professional and/or technical staff
- s) Produce reports and reviews for the relevant Manager.
- t) Participate in the emergency standby system and carry out related visits out of normal office

hours as necessary.

- u) Assist with training new or less experienced staff members.
- a) To take on specific additional relevant specialisms such as planning consultations and lead on this for the department with minimal supervision.
- v) Manage the preparation and execution of publicity campaigns and educational work as required by the manager.
- w) Participate in specialist project teams and co-ordinate distinct service areas as required. This may include corporate and professional issues.
- x) Undergo any additional training in order to provide an effective service in accordance with the service goals/objectives.
- y) Assist in conducting reviews and developing services to achieve high quality service provision.
- z) Deal with the most complex cases accurately and appropriately with minimal supervision.

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.
- a) Ensure that financial penalties are assessed and issued in line with the Council's policy
- b) Ensure that work in default of the Council is completed in line with the Council's policy without financial risk to the Council, and accurately recovering administrative costs.
- c) Ensure that demands are calculated accurately and issued based upon the time taken to complete enforcement activities.
- d) Ensure that the correct fees are charged and paid.

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 where 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 / **L**earning to Improve / **I**nclusive / **C**ollaboration

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

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
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	Essential	Application
HHSRS qualification	Essential	Application
Fully qualified EHORB registered and eligible for Corporate Membership of the CIEH (EHO)	Desirable	Application
Experience & Knowledge		
Existing technical knowledge of Housing Regulatory Services or the ability to develop technical knowledge.	Essential	Application/Interview
Experience of taking enforcement action.	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
Skill & Ability		
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
Values & Behaviours		
Caring		
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
Learning to Improve		
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
Inclusive		
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	Desirable	Application/Interview

role to ensure they are implemented and integrated in everything I do.		
Collaborative		
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