

Job description

Environmental Health Practitioner (Private Sector Housing and Environmental Health)

Band 6

This role will be based at both our Bury St Edmunds and Mildenhall offices. You may reasonably be required to work at any other of the council's premises as required in order to meet the needs of the service. At West Suffolk Council we positively encourage agile working, with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between the manager and employee.

Purpose of job

To investigate and enforce a range of legislation across public health and housing, with a particular focus on one key area.

Ensuring a high standard of service delivery, dealing with more complex investigations, and working at a high level to support the remaining team and Service Manager

Be responsible for a lead co-ordinating role for a priority area within the service to be agreed with the Service Manager

Key responsibilities and activities

- Lead on and be responsible for a specific priority area within the service and research, review, advise, present and report on this as required.
- Enforce private sector housing and HMO standards; under the HHSRS, housing and public health legislation including taking responsibility for enforcement of civil sanctions and debt recovery of fines (CPN's) under our policy.
- Explore and utilise other enforcement tools and legislation to enable compliance to be gained in the private sector
- Assess and deliver discretionary and mandatory grants
- Licensing and enforcement of park home sites
- Investigation and liaison for traveller encampments
- Investigation, assessment and enforcement of statutory nuisance
- Investigation, assessment and enforcement of empty homes
- Respond to licensing and planning applications

- Manage complex cases and issues, carrying out appropriate research, interpreting and implementing guidance & good practice. Undertake all necessary correspondence, reports, schedules of work and legal notices arising out of such inspections, visits, and requests for service.
- Advise and assist Public Health and Housing Officers; take on enforcement action as required including: notices, schedules, warrants, seizure of equipment, prosecutions.
- Preparing and presenting evidence and files in legal proceedings; leading on more serious enforcement cases and court actions.
- Accurately record all actions on M3 Northgate database
- Develop, contribute to and implement policy & systems, leading on reviews to ensure effective service delivery
- Producing specific reports, including those for management and Members
- Provide support and guidance to other staff on key processes and cases
- Be technically competent to operate and ensure proper maintenance of equipment, such as for investigation and monitoring purposes
- Carrying out as required appropriate activities to educate and raise awareness of service and council related issues
- Work with other services and partners, representing the service and council as necessary
- The ability to manage a large volume of work using highly developed prioritisation and risk assessment skills
- Work outside of 'normal working hours', including statutory bank holiday and weekend working, as required.
- Undertake such other work, outside the specialist field, as may reasonably be required by the line manager, head of service or other senior management.
- Attend relevant training to maintain professional competency.