

# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	Student Environmental Health Practitioner (Housing)		
GRADE:	National Living Wage	SERVICE AREA:	Customer Engagement
JOB CODE:			
REPORTS TO:	Manager – Housing Standards & Improvement	LOCATION:	Civic Centre, Darwall Street, Walsall – Home working
SPECIAL CONDITIONS:	<p>This post is <u>only</u> open to those individuals currently in / completed their second year of a BSc (Hons) Environmental Health degree or MSc course accredited with the Chartered Institute of Environmental Health (CIEH). They must be willing and keen to undertake work-based learning.</p> <p><b><u>This post is fixed term for 24 months from date of commencement.</u></b></p> <p>Candidates should be able to undertake unsupervised visits to homes of members of the public on a regular basis in the Walsall borough.</p>		
<p><b>1. MAIN ACTIVITIES:</b></p> <ul style="list-style-type: none"><li>Working with people throughout the borough who may be disabled, elderly or in very poor health alongside the Council’s Public Health Team, Walsall Age UK and the West Midlands Fire Service to help them to live in safer and warmer homes.</li><li>Undertaking inspections of residents homes (throughout the borough) to determine whether they have any hazards under the Housing Health and Safety Rating System (HHSRS) and take relevant enforcement action.</li></ul>			
<p><b>2. Role specific duties and accountabilities:</b></p> <ul style="list-style-type: none"><li>To assist in the assessment of Licence Applications for House in Multiple Occupation</li><li>To assist in tackling long term empty homes in the borough</li><li>To help provide advice and guidance for landlords and tenants on a wide range of housing / property condition matters.</li><li>Assisting with inspections of unauthorised encampments, the Traveller Count and assessment of licence applications and conditions.</li><li>Work will involve dealing directly with questions from residents over the phone, in writing via email or letter and face to face either at the counter or in their homes and or in public meetings.</li><li>Undertaking various office based duties including using IT systems to prepare emails and letters and to update confidential databases and files.</li><li>Dealing with confidential information regarding residents and other agencies in the Walsall borough.</li></ul>			

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.
- This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.

<b>JOB TITLE:</b> Student Environmental Health Practitioner (Housing)		<b>GRADE: NLW</b>	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		Indicate when Assessment is possible: at Application form=A interview =I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium =2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>			
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)			
Excellent communication skills both written and verbal including writing of reports / letters and case summaries		A/I/T	3
Ability to work as part of a team and to work on own initiative.		A/I	3
Ability to organise and prioritise own workload		A/I/T	3
The ability to undertake unsupervised visits of homes in the Walsall Borough and to explain housing conditions to residents and landlords.		A/I/T	2
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.			
Experience of using Microsoft Office Applications and related computer packages.		A/I/T	2
Basic knowledge of Housing Standards legislation including Housing Act 2004 and ability to undertake self-guided research to identify the appropriate solutions to issues identified		A/I/T	3
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
Member of the Chartered Institute of Environmental Health CIEH		A	
Currently in / completed their second year of a BSc (Hons)		A	

Environmental Health degree or MSc course accredited with the CIEH.			
<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post			
<b>Prepared by:</b>	Appollo Fonka	<b>Date:</b>	21/12/21