

JOB DESCRIPTION

POST TITLE:	SENIOR OFFICER – PRIVATE SECTOR HOUSING AND ENVIRONMENTAL PROTECTION
POST NUMBER:	ES37
GRADE:	I
RESPONSIBLE TO:	TEAM LEADER (COMMUNITY TEAM)
RESPONSIBLE FOR:	REGULATORY OFFICERS
LIAISON WITH:	Other officers and internal client services, members of the public and Members of the Council. Other Mid Devon Officers, including but not limited to, Legal, Member Services, Planning Enforcement, Building Control, Street Scene and Waste. Other Local Authority Officers, Government bodies and enforcement agencies, representatives of local and national businesses.

KEY CORPORATE ACCOUNTABILITIES:

To deliver the statutory Private Sector Housing and Environmental Health functions of the Council through the inspection, investigation and resolution of issues that are the responsibility of the Public Health and Housing Options Service.

To safeguard the well-being of members of the public within the District through the implementation of legislation and enforcement against non-compliant businesses and individuals that are putting the public at risk of harm.

To advise and guide other members of the service on private sector housing and environmental protection matters and to line manage the regulatory officers.

KEY SERVICE ACCOUNTABILITIES:

1. To work as a Senior Officer and implement all the recognised statutory duties connected with Private Sector Housing, the Renters' Rights Act, Environmental Protection including Pollution Control, Statutory Nuisances, Pest Control, Drainage, and any other related areas.
2. Provide expertise, technical support, advice and guidance to other Public Health staff and wider Council officers on the application of relevant Private Sector Housing and Environmental Protection legislation.
3. Provide line management to the Regulatory Officer roles within the Community Team.
4. Work closely and collaboratively with the Housing Options team in respect of the Renters' Rights Act duties.
5. Carry out the full range of environmental health and housing enforcement interventions and investigations across the district and take action as appropriate in accordance with legislative standards. This will cover a range of proactive and reactive work including on-site visits to premises, events and locations across the district.
6. Lead on complex investigations with a particular focus on HMO licensing, Renters' Rights and public health in domestic premises.

7. Ensure a high level of specialist knowledge in the areas of HMO Licensing, Housing, and Environmental Protection. Actively maintain professional competence and progress post specific learning and development, through self-study and the range of training and mentoring opportunities available. To continually develop skills and abilities within the role.
8. Ensure that work is carried out in an efficient and effective manner which meets the requirements of national standards, guidelines and strategies. All work to be carried out in accordance with the service standards.
9. Enforce all relevant legislation using the full range of enforcement tools available under the legislation, including, but not limited to, draft, finalise and serve improvement and prohibition notices; to initiate emergency interventions; and gather evidence for prosecutions. This is in conjunction with Legal Services as necessary.
10. In conjunction with Legal Services, initiate prosecutions, prepare detailed prosecution files and attend relevant court proceedings, committees, hearings and meetings when required.
11. Support the formulation, implementation and delivery of service objectives and work priorities to ensure that targets and performance indicators are met.
12. Prepare procedural documents, reports, presentations, projects and articles as necessary and attend relevant, committees, and meetings when required.
13. Represent Mid Devon District Council on working groups and at liaison meetings with other external bodies and organisations as directed.
14. Assist in the preparation of all relevant statutory and non-statutory returns.
15. Scrutinise applications and plans submitted under Planning and Licensing to ensure compliance with Regulations and standards enforced by the service.
16. To act in a Responsible Authority role for environmental health in respect of licensing consultations
17. To attend SAG as requested and advise event organisers and land owners on relevant environmental protection elements as required under the SAG terms of reference.
18. Support the delivery of the Housing Assistance Policy through advice, signing payments and approvals and related activity as required.
19. To assist with improvements to customer service and efficiency, and to take a positive approach to finding innovative ways of working.
20. To maintain professional competence and provide support and guidance to colleagues within the Public Health and Housing Options Service and across the Council.
21. Liaise with local businesses, members of the public and the community as appropriate.
22. Assist the Team Leader (Community Team) and the Operations Manager for Public Health and Housing Options in the overall management of the Service. To deputise for the Team Leader (Community Team) or other officers as directed.

23. Work outside the normal hours of work as and when required for the proper execution of the Council's duties. Assist with out-of-hours duties and if the Council has to deal with the results of a civil emergency or major incident.

24. To undertake such other duties as may be required in respect of environmental health and related work.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

DATA PROTECTION:

It is the responsibility of the postholder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SINGLE EQUALITY SCHEME:

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the scheme.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the government DBS Tool that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

Feb 2026

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

PERSON SPECIFICATION

Senior Officer (Private Sector Housing and Environmental Protection)

	ESSENTIAL	DESIRABLE
Qualifications and Experience	- Degree or Diploma in Environmental Health - Certificate of Registration of the Environmental Health Registration Board - Chartered Environmental Health Practitioner - HHSRS qualification	- A relevant postgraduate qualification. - Specialist qualification in a relevant subject area - Supervision experience - Experience of housing related grants
Knowledge and Expertise	- Full membership of Chartered Institute of Environmental Health - Significant knowledge and relevant experience of the application of Private Sector Housing, Environmental Protection, Pollution Control, Statutory Nuisances, Pest Control and other relevant statutory functions - Prosecution experience including gathering evidence and preparing files for prosecution. - Experience of working in a relevant Environmental Health discipline - Evidence of relevant Continuing Professional Development	- Experience of IDOX Environmental Health management systems - Knowledge of Licensing and acting as a responsible authority for Environmental Health - Evidence of management experience
Skills	- Excellent inter-personal, communication and presentation skills with the ability to engage at all levels - Ability to work as part of a team and under own initiative and prioritise tasks and caseloads effectively - Competent in Microsoft applications (Word, Outlook, Excel etc.) - Effective data/technical analysis and interpretation skills - Effective team working and networking skills - The ability to manage staff and allocate workloads	Good project and team management skills

Personal Attributes	• The ability to handle difficult situations and conflict within the working environment • Motivated to achieve team goals • Strong influencing and negotiation skills • Confident, independent and assertive with a self-motivated approach and flexible attitude • Communicates regularly and openly and able to handle pressure. • Resilient and able to work to conflicting deadlines. • Positive attitude to change Responsive and supportive to the team and colleagues.	
Special Requirements	• To hold a full driving license and have access to a vehicle • To undertake some work outside core hours	

Post Ref: ES16
Date: February 2026