



# Role Profile

<b>Technical Officer Environmental Health (Private Housing Standards)</b>				<b>Purpose</b>			
Reference No:	A5538			Enforcement of private housing standards and contributing to the improvement of housing stock in the private sector as a component of the Local Housing Strategy. Implementing Fife Council's Scheme of Assistance in a coordinated approach with relevant stakeholders. Maintaining appropriate data recording and reporting systems.			
Service	Protective Services						
Job Family	Protective Services	Grade:	FC7				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility		<b>E</b>	<b>D</b>
Visiting and inspecting housing stock for the purpose of determining if it is "substandard" or fails the Repairing Standard as identified in the Housing (Scotland) Act 2006.				Previous work experience in housing inspection, building construction / maintenance		✓	
				Experience in the inspection of residential property		✓	
Enforcing Private Housing Standards.				Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent HND (e.g. Building / Housing / Construction/Environmental Health)		✓	
				Member of relevant bodies / organisations etc			✓
				Experience of writing reports to support legal action			✓

E = Essential Criteria    D = Desirable Criteria

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Maintaining and developing records and reports on the number of complaints and visits recorded against the housing stock in the Private Sector in Fife.	Knowledge of the functions and legislation requirement relating to the various Housing Acts, which govern substandard housing issues such as Tolerable Standard, Repairing Standard  Ability to work without supervision and in a disciplined manner  Ability to set priorities and meet agreed deadlines  Research, analytical and report writing skills  Knowledge and awareness of Local Government procedures  Knowledge of the Scottish Building Standards  Organisational skills  Corporate Awareness	✓   ✓  ✓  ✓	✓    ✓  ✓  ✓
Supporting the development, review and implementation of strategy for dealing with Housing in the Private Sector in Fife.	Ability to deal effectively with colleagues at all levels	✓	
Developing, promoting and implementing appropriate forms of assistance to enable tenants, landlords and owners to improve their houses.	Ability to work as part of a team  Negotiation skills  IT skills	✓  ✓  ✓	
Providing regular reports on progress, on behalf of Protective Services to the Fife Housing Partnership via the Private Sector Housing Improvement Group as required.	Written and oral communication skills	✓	

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Providing advice, information and support to private landlords, tenants and any other relevant persons on Housing Standards.			
Contributing to the improvement of housing standards via arrangements in place for registering private landlords including: - <ul style="list-style-type: none"> <li>- Investigation and determination of housing complaints within timescales.</li> <li>- Obtaining and giving evidence.</li> <li>- Providing relevant reports.</li> </ul>	Experience of dealing with sensitive issues on a private and confidential basis  Experience of engaging with other Stakeholders  Experience of complex areas of work	✓	
To attend committees, panels, working groups, meetings etc. as required.			
To ensure awareness and compliance with the Health and Safety at Work Act.			
Resolve problems through critical analysis/thinking, planning and organising work, reviewing and evaluating options/progress and assessing/managing risk.	Ability to travel effectively throughout Fife to maintain service delivery	✓	
Undertaking any necessary training/development as required.			
Demonstrating knowledge of and remain up to date with the relevant legislation, Government Guidance, Codes of Practice etc. relating to Private Housing Standards, Private Landlord's.			
To undertake such other duties as may from time to time be required by the Service Manager.	Willing to work varying hours to accommodate workload and service demand	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.