Stockton-on-Tees BOROUGH COUNCIL	**JOB DESCRIPTION**
Directorate: **Adults, Health & Wellbeing**	**Service Area:** **Housing & A Fairer Stockton-on-Tees.**
JOB TITLE: Environmental Health Officer (Housing)	
CAREER GRADE: K/L	
REPORTING TO: Service Lead Private Sector Housing	

1.	**JOB SUMMARY:** To support the local authority in ensuring that it provides efficient services which ensure our residents are protected from harm and can live a healthy life, through the delivery of our statutory duties. Environmental Health Officers (housing) make sure our communities reside in safe, healthy environments. The post holder will be responsible for ensuring this is done to the highest standard possible.	
2.	**MAIN RESPONSIBILITIES AND REQUIREMENTS**	
	1.	To carry out investigatory, enforcement duties and legal progression across Environmental Health specialising in Housing Regulation. This includes but not limited to Private Sector Housing Enforcement (Private sector rental / HMO's / Selective licensing), statutory nuisance, public nuisance and associated wider acts and to act as a consultee to planning services.
	2.	To carry out inspections, visits, investigations, monitoring and any other relevant activities in discharging the local authorities' legal duties in respect of Environmental Health (Housing) Regulation. To do so you will work in accordance with national and local policies, procedures and regulatory requirements; keep abreast of emerging legislation, guidance, best practice and statutory duties.
	3.	To assist in planning, research and implementation of new and emerging areas of responsibility emerging through legislation or regulation changes. To contribute to the design, development and implementation of service improvements, systems and procedures.
	4.	To provide professional and technical advice as required for those areas of responsibility and to other internal and external partners.
	5.	To have a detailed knowledge of legal and court processes to assist in the smooth running of the legal process and to liaise effectively with legal representatives as and when required. To act as a witness in relation to legal proceedings in Court or other statutory hearings / tribunals. Attending Court to apply for warrant applications and other Orders granted by the Court.
	6.	To have a detailed knowledge of enforcement powers and evidential procedures, including PACE, RIPA and CPIA (Disclosure of Evidence) and the Council's Enforcement Policy and Civil penalty Policies. To handle intelligence and related

		information/data in accordance with established procedures and recognised guidelines relating to the National Intelligence Model and the General Data Protection Regulations.
	7.	To assist and promote the progression of legal cases around Prosecution of offenders, Civil Penalties, Rent Repayment orders (RRO), Appeals to Residential Property Tribunals(RPT), Banning orders and Debt recovery. Making recommendations to the Team Leader and/or Manager.
	8.	To provide high quality, consistent and timely advice and guidance to landlords, businesses, members of the public and other agencies across the full range of Housing related functions / legislation, in a way that is tailored to the needs and circumstances of the service user.
	9.	To lead on the development of effective working arrangements with other bodies involved in related enforcement activities, including other local authorities, Police, National Crime Agency, HMRC, Trading Standards, Fire and Rescue, Environmental Health, Housing options, community safety and any other agencies as required.
	10	To plan, carry out and report on specific project works / service development / campaigns coming within the remit of Environmental Health (Housing) as identified via the Service Plan or other appropriate means.
	11	Responsible for personal development to remain current with processes and best practice including maintaining and developing competence to the standards required by the Chartered Institute of Environmental Health (CIEH) CPD scheme.
	12	To actively promote key service objectives and when directed develop, organise and implement education, advisory and promotional activities to a wide range of audiences.
	13	Be responsible for promoting good public relations and customer care with residents, businesses, Councillors, residents' groups and other relevant groups.
	14	To assist in the delivery of daily operations and tasks across the division, including supporting the training and development of Private Sector Housing Officers / Selective Licensing Officers and support teams.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

4. CAREER GRADE

K – ALL DESIRABLE CRITERIA AND:

- To be actively engaged in a study programme that will lead to a professional qualification in Environmental Health. i.e. those newly qualified and working towards recognised professional competence, such as the Chartered Institute of Environmental Health professional competency framework.

L – All ESSENTIAL CRITERIA AND:

- Investigation of complex complaints relating to environmental health / housing regulation followed by enforcement action including preparation of prosecution documentation / appeals and attendance at Court.
- Participation in targeted local or national programmes of work / enforcement
- Assisting the maintenance of Public Registers and computer systems.
- Instigation and implementation, of specific projects designed to enhance the Unit's effectiveness in meeting statutory obligations and achieving key objectives.
- To assist in the training and development of staff including the personal assessment of team members and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

	Name:	Signature:	Date
Job Description written by: (Manager)	Joy Swithenbank		12th October 2026
Job Description agreed by: (Post holder)	……	……	……

Job Description dated: Oct 2026

Stockton-on-Tees BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title/Grade	**Environmental Health Officer**	**K/L**
Directorate / Service Area	**Adults, Health & Wellbeing**	**Housing & A Fairer Stockton-on-Tees.**
Post Ref:	POS018014	

	ESSENTIAL	**DESIRABLE**	**MEANS OF ASSESSMENT**
Qualifications Career Grade	• Educated to Degree or Diploma level in Environmental Health or a directly related discipline. • Educated to degree level or currently on a programme of learning leading to a professional qualification in Environmental Health. (K Grade) • Holds a BSc or MSc in Environmental Health from an accredited institute and is on a programme of learning leading to a professional qualification in Environmental Health. (L Grade) • Is a registered Environmental Health Officer/Practitioner with the CIEH /	• Evidence of continued personal development and/or education in the past 2 years.	Application form

	EHORB or REHIS or equivalent (L Grade)		
Experience	• Experience of working in customer focused, operational and administrative environments • Experience of performance management systems and the successful implementation of them within a team. • Experience of being responsible for the operation of a regulatory service with full understanding of the legal frameworks associated with doing so. • Ability to lead on complex housing investigations and act up into senior roles. (L Grade)	• Experience of working previously in an Environmental Health (Housing) related role. • Experience of working within a council environment with a clear understanding of the political processes.	Application / Interview
Knowledge & Skills	• Clear and demonstratable understanding of current Environmental Health (Housing) legislation and practice. • Ability to be an effective team member in challenging situations, periods of high demand and with competing priorities. • A willingness to receive and benefit from on-going personal development and training commensurate with the role and supporting others undertaking the same. • Ability to operate at the highest level with only limited direct supervision. (L Grade)	• Working knowledge of how an Environmental Health Officer operates in a local authority. • Experience and demonstratable ability to communicate with a wide range of people including the public, Councillor, partners, and senior management team. • Evidence of additional qualifications and training.	Application / Interview

	• Demonstrate an excellent level of IT skills including experience of working with Microsoft Outlook (emails) and Microsoft Excel. • Evidence of suitable CPD directly relating to Environmental Health or local government functions. (L Grade)		
Specific behaviours relevant to the post	• Demonstrate daily the behaviours that underpin the Culture Statement. • Conduct themselves with the upmost professionalism, often in challenging and difficult circumstances • Ability to programme works, prioritise workloads and meet strict deadlines. • Ability to use your initiative and deploy resources effectively in line with corporate priorities as set by management. • To be responsible for confidential and sensitive information, at times of a distressing nature.		Application / Interview
Other requirements	• Must be able to commit to a flexible approach to working with a willingness to work out of hours at times of high demand or via duty rota agreement. • Full current driving licence and access to own personal vehicle for the purpose of the job role.		Application / Interview

Person Specification dated: Oct 2026

Stockton-on-Tees BOROUGH COUNCIL	**KNOWN RISKS FOR THIS ROLE**
DIRECTORATE: **Adults, Health & Wellbeing**	**SERVCE AREA:** **Housing & A Fairer Stockton-on-Tees**
JOB TITLE: Environmental Health Officer (Housing)	
GRADE: K/L	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: Service Lead Private Sector Housing	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	**Yes**	**No**
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		**X**
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s2 A(8) 9		**X**
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		**X**

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	**Yes**	**No**
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		**X**
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		**X**

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		**X**
Confined Spaces - Safety Critical: Employee will be required to work in a **confined space** where specialist equipment or breathing apparatus is needed.		**X**
Working at Heights - Safety Critical: Employee will be required to work **at a height**.	**X**	
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		**X**

Other Known Risks		
Known Risk	**Yes**	**No**
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to **drive a Council vehicle** or **regularly transport** service users/clients/pupils in their own vehicle as part of normal duties.		**X**
Food Handlers: Employee will be preparing and handling food *Food Handlers Questionnaire to be completed and sent to Occupational Health*		**X**
Night Workers: Employee will be regularly working at night *Optional Night Worker Questionnaire available*		**X**
Lone Working (including Home Working): Employee will be required to work alone.	**X**	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) ***DSE Training and assessment should be completed on commencement – arranged by manager***	**x**	
Any Other: Please identify any other known risks associated with this job role.	**N/A**	**N/A**

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: J Swithenbank Date: October 2026

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk