



Job description			
Job title	Housing Enforcement Officer		
Grade	Band J		
Directorate	Place		
Service/team	Environmental Health Service		
Accountable to	Environmental Health Team Leader		
Responsible for	Carrying out a wide range of Housing and Environmental Health Duties		
JE Reference	A5343	Date Reviewed	July 2026

Purpose of the Job

The post holder will support the Environmental Health Team Leader and the wider Environmental Health service by carrying out a range of housing and environmental health work including education and enforcement activities.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To undertake inspections and surveys as required across the broad range of duties and responsibilities of the Environmental Health service with a primary focus on housing conditions, property standards, tenant safety and compliance within the private rented sector.
2. To investigate complaints from all housing tenures and businesses concerning a range of environmental health activities which may include, but not limited to, renter's rights, landlord conduct, housing disrepair, statutory nuisances, empty homes and accumulations of waste.
3. To carry out proactive patrols of the Borough when directed, in order to identify and respond to nuisance, housing and environmental health concerns.
4. To provide assistance to Environmental Health team in terms of administration and inspection as directed by the Environmental Health Team Leader.



5. To record accurate records, prepare reports and assist in the gathering of evidence, investigation of cases, and preparation of legal cases brought by the service.
6. To carry out a range of enforcement methods including the preparation and service of legal notices, civil penalties and fixed penalty notices, arrange for work to be carried out in default and attend court to give evidence when directed by the Environmental Health Team Leader.
7. To support the Environmental Health Team Leader in the development of policies and procedures, making use of best practice, innovative solutions and enhanced enforcement powers.
8. Support the Council in the implementation of policies, including the Enforcement Policy, Housing Enforcement Policy and the Housing Civil Penalty Policy.
9. Where directed, to undertake surveys of identified empty homes and to communicate with property owners in Knowsley to facilitate returning empty homes to use.
10. Maintain a comprehensive and up to date knowledge of legislation and policies relating to a range of environmental health matters, including the Renters' Rights Act 2025, Housing Act 2004 and associated regulations. Provide guidance and advice to Elected Members, residents, tenants, landlords, businesses and partner agencies on their rights, responsibilities and legal obligations.
11. Where negotiation with duty holders fails to bring about satisfactory progress, to pursue enforcement action under relevant legislation in conjunction with other Council service teams.
12. To support the Environmental Health Team Leader in tackling problems sites and developing neighbourhood action plans.
13. To utilise a range of technical equipment required to carry out the job including, noise monitoring equipment, CCTV, mobile information technology devices etc.
14. To undertake work in relation to the Service and Council's response to major incidents and emergencies as directed.
15. To undertake duties of a similar nature and commensurate with the grade as may be assigned from time to time by the Environmental Health Team Leader or the Environmental Health Service manager.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the



Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Health and Safety

- 1) To inform management of any health and safety issues which could place individuals in danger.
- 2) To undertake appropriate and up to date training in the use of any equipment required in order to discharge the duties and responsibilities of the post.
- 3) To ensure that as an individual the post holder is aware of the issues of lone working, working with dogs and pests and acts in accordance with any training briefing or advice given.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council’s information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.