

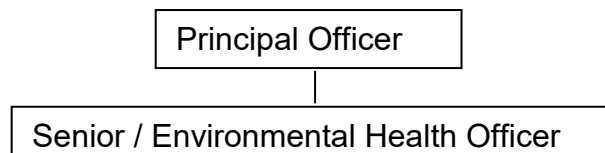
## Job Description and Person Specification

<b>Job title:</b>	Senior / Environmental Health Officer
<b>Directorate:</b>	Place
<b>Service:</b>	Public Protection and Culture
<b>Team:</b>	Public Protection Partnership
<b>Post number:</b>	00850
<b>Salary grade:</b>	Environmental Health Officer – Grade H/I, Senior – Grade J
<b>Work location:</b>	Theale Gateway
<b>Reports to:</b>	Principal Officer
<b>Supervises:</b>	Senior designation – range of professional and technical staff

### Job Purpose

- Provide professional expertise across a wide range of environmental health and where required wider PPP related matters and use them to maintain and, whenever possible, improve the health, safety and welfare of the districts citizens and visitors. To act using a variety of professional skills, experience and competencies including education and legal enforcement to achieve the aims of the Council.
- If designated Senior EHO to manage and supervise and/or manage a range of professional and technical staff as allocated

### Structure Chart



### Main Duties and Responsibilities

The following duties and responsibilities are dependent on the designation of the post holder (either Senior EHO or EHO). It is expected that the level of supervisory responsibility and independence of the workload will also increase with the 'Senior' status.

1. Carry out inspections of all types of premises, land and undertakings and to initiate appropriate actions as a result.
2. Respond to service requests, complaints and formal notifications by investigations, inspections, interviews and all other appropriate methods.
3. Conduct investigations leading to the production of reports for consideration by the

## Main Duties and Responsibilities

Public Protection Partnership – Joint Case Management including conducting interviews under caution, witness handling, evidence gathering and preparing for and attending court or tribunal.

4. Manage other staff conducting investigations acting as a Senior Investigating Officer for the purpose of the Criminal Procedures and Investigations Act 1996 (Senior EHO)
5. Take the lead on research into specialist topics and disseminate information to colleagues in these fields. This may include the supervision of specialist contractors.
6. Undertake inspections and associated actions in response to licensing, authorisations, permits, registrations and similar activities.
7. Communicate effectively and appropriately with clients, colleagues and external agencies.
8. Be an advocate for the values and work of the PPP
9. Assist in undertaking work of a promotional of educative nature including assisting in the running of courses and presentations.
10. The post holder may be required, occasionally, to carry out duties at unsociable hours for which either separate payment or time off in-lieu will be paid. This will be at the discretion of the Public Protection Manager
11. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
12. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.

The post holder will be working across a wide range of Public Protection functions

## Scope (impact on/control of resources, people, money etc)

- A. As part of specialist project work the post holder may be responsible for small budgets allocated from time to time
- B. The post holder will operate with a high degree of autonomy within the terms of the management and policy frameworks
- C. Dependent on the post holder's designation, knowledge and experience it may be a requirement to supervise and/or manage other officers and in the case of being assigned as a Senior EHO will act as a Senior Investigative Officer making high level case related operational and policy decisions

There are no direct budgetary or resource responsibilities for this post.

<b>Person Specification</b>		
<b>Qualifications</b>	<b>Essential/ Desirable</b>	<b>Internal use only</b>
Environmental Health Registration Board (EHRB) registered	E	1
Post EHRB qualification in related field of study e.g. Master's Degree, Investigations, CIEH accredited Assessment for Professional Development (APD) or NQF Level 7 or above <b>(Senior Role only)</b>	E	2
<b>Experience</b>		
Experience of working in a fast-moving customer focused environment	E	1
Previous experience and or qualification in a related field e.g. environmental control, health and safety, housing or planning.	E	2
Specialist qualification in related field e.g. acoustics, air pollution or occupational health and safety	E	3
Experience in leading investigations, projects or studies <b>(Senior role only)</b>	E	4
Experience in supervision <b>(Senior Role only)</b>	D	1
<b>Knowledge and understanding</b>		
Demonstrable knowledge investigation framework including PACE, RIPA, POCA and CPIA	E	1
Knowledge and experience of appropriate IT systems	E	2
<b>Skills and abilities</b>		
Ability to gather evidence in a criminal investigation	E	1
Ability to use Email and Outlook and to use a web browser to access information	E	2
Ability to adapt style to wide variety of people.	E	3
Ability to act assertively, with authority, knowing when to be empathic and a good listener.	E	4
Ability to write concise and accurate reports.	E	5
Previous experience of having given evidence in court or similar environment.	D	1
Strong verbal communication skills.	E	6
Ability to pay high level of attention to detail.	E	7
Basic ability to use Microsoft Office software	E	8
Skills in report writing and presentation of information	E	9
<b>Work-related personal qualities</b>		
Good motivator of both self and other staff	E	1
Able to prioritise personal workloads	E	2
Able to help others to identify risk and prioritise workload <b>(Senior Only)</b>	E	3
Able to mentor others	E	4
Team player	E	5
Ability to respond effectively to rapidly changing demands. Must be able to demonstrate drive and determination	E	6
A demonstrable commitment to the 'one service' ethos of PPP	E	7
<b>Other work-related requirements</b>		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	1

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Possession of full driving license and access to a vehicle for work	E	2
Politically restricted post?	No	n/a
Enhanced DBS check with relevant barred list/s	No	n/a