

## Environmental Health Officer

<b>Directorate:</b>	Environment	<b>Service:</b>	Environmental Protection and Community Safety
<b>Responsible to:</b>	Service Manager Environmental Protection & Community Safety	<b>Responsible for:</b>	N/A
<b>Grade:</b>	Grade 9		
<b>Location:</b>	Civic Centre		

### Job Purpose:

To work within the Environmental Protection & Community Safety Team under the direct supervision of the Senior Environmental Health Officer and the Service Manager for Environmental Protection & Community Safety, enforcing all matters relating to general public health and environmental protection, in accordance with statutory requirements, council policy, and the provisions of the Service Unit Work Plan.

### Key Tasks & Responsibilities:

To investigate, carry out, and respond to service requests, service complaints, and scheduled inspections, in accordance with the provisions of environmental legislation and any regulations made thereunder, with regard to all matters relating to Environmental Protection and Community Safety. Service requests include Freedom of Information / Environmental Regulation Requests, Subject Access Requests, Land Charges, Statistical Returns, etc. Service complaints and scheduled inspections include (amongst others) those relating to matters such as statutory nuisance, drainage, environmental permitting, planning, licensing, etc.

To prepare and submit detailed reports and similar in respect of any inspection / investigation undertaken.

To review and provide both written and verbal response to any planning and licensing applications / submissions, consultations, variations, appeals, etc, attending any relevant committee or public meeting when required.

To process and respond to any applications / variations / complaints received in respects to Environmental Permitting, and to assist in the undertaking of all scheduled permit inspections, and LAPPC surveys.

To ensure that all administrative arrangements within the Department are complied with and to record and maintain details of inspections and works carried out, works requested, etc, using the Department's data management systems such as IDOX and EDRMs, assisting with the compilation of statistical information relevant to the Department.

To draft and serve informal and formal warnings and notices, to prepare legal case files, and contribute to formal proceedings and legal prosecutions relevant to the work of the Environmental Protection & Community Safety Team, taking the lead on specific cases where required.

To advise, inform and assist the public. This will include the interpretation of legislation and where necessary discussions and referral to other agencies.

To support and provide full and detailed advice, assistance and information to the Senior Environmental Health Officer and the Service Manager for Environmental Protection & Community Safety, as and when required in order that the service unit objectives can be met.

To participate in corporate projects both within the council and with appropriate outside bodies (as applicable).

To relate any specific problem or difficulty to the Senior Environmental Health Officer or Service Manager for Environmental Protection & Community Safety for clarification and assistance if required.

To attend as directed any internal or external training seminar or similar commensurate with the range of duties undertaken.

To assist in the effective training of all new staff and students / apprentices attached to the Environmental Protection & Community Safety Team.

To attend as required internal and external meetings, council committees, etc, as and when required.

To undertake any other duties required by the Service Manager for Environmental Protection & Community Safety which are appropriate to the duties and grading of the job in order to achieve flexibility of the work as a whole and to cover for sickness or holidays subject to the provision of the National Scheme of Conditions of Service.

To ensure that in undertaking any duties as directed, the council's policies relating to equal opportunities, service provision and customer care are adhered to.

### **Corporate Responsibilities:**

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.

- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Diploma or Degree in Environmental Health	<b>Essential</b>	Application Form/Interview
Noise Diploma or equivalent qualification of relevance to Environmental Protection, or a willingness to undertake relevant qualification.	<b>Desirable</b>	Application Form/Interview
Member of the CIEH	<b>Desirable</b>	Application Form/Interview
EHORB Registered	<b>Essential</b>	Application Form/Interview

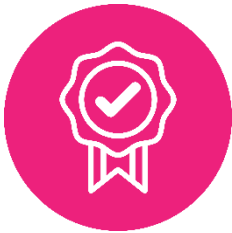



SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Knowledge of computer technology and use	<b>Essential</b>	Application Form
Detailed and comprehensive knowledge of Environmental Protection and associated legislation	<b>Essential</b>	Application Form/Interview
Ability to work as part of a team	<b>Essential</b>	Application Form/Interview
Ability to use initiative and work without supervision	<b>Essential</b>	Application Form/Interview
Ability to work under pressure and meet deadlines	<b>Essential</b>	Application Form/Interview
Report writing skills	<b>Essential</b>	Application Form/Interview

Innovative ability	<b>Desirable</b>	Application Form/Interview
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<b>EXPERIENCE</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Experience in all aspects of Environmental Protection within an Environmental Health Officer role.	<b>Desirable</b>	Application Form/Interview
Experience in the range of enforcement powers available for Environmental Protection, including the use of civil powers.	<b>Desirable</b>	Application Form/Interview
Experience in inspecting and regulating installations under the Environmental Permitting Regulations.	<b>Desirable</b>	Application Form/Interview
Experience in dealing with planning and licensing consultations in respects to all aspects of Environmental Protection.	<b>Desirable</b>	Application Form/Interview

<b>ADDITIONAL REQUIREMENTS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)□	<b>Essential</b>	References
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	<b>Essential</b>	Application Form/Interview
Full driving licence	<b>Essential</b>	Application Form/Interview
Flexible – Willing to assist in other areas of Environmental Health & Community Safety. Self-motivated, enthusiastic, with a creative approach to work. Prepared to work outside normal office hours.	<b>Essential</b>	Application Form/Interview
Clean driving licence.	<b>Desirable</b>	Application Form/Interview
Own car or other acceptable means of mobility throughout the Borough	<b>Essential</b>	Application Form/Interview

**Our Values are key to delivering our vision, plans and strategies.  
All Behaviours listed are essential to the post.**

			
<b>Professional</b>	<b>Innovative</b>	<b>Collaborative</b>	<b>Customer focused</b>
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> <li>• Have pride in how we represent the council</li> <li>• Treat people with respect and consideration</li> <li>• Are conscientious and carry out our work to a high standard</li> <li>• Carry out our work activities in an honest and ethical manner</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively embrace change and learn from our mistakes</li> <li>• Challenge and constructively question existing processes</li> <li>• Make best use of our resources to provide excellent services</li> <li>• Encourage creative thinking with colleagues and peers</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively with colleagues and stakeholders</li> <li>• Develop productive relationships and achieve the best results</li> <li>• Recognise and embrace the knowledge and skills of others.</li> <li>• Embrace the concept of one team one council and all work together</li> </ul>	<ul style="list-style-type: none"> <li>• Strive to provide excellent services</li> <li>• Understand our customers' needs and consider things from their perspective</li> <li>• Effectively communicate and manage expectations</li> <li>• Actively seek ways to maximise customer satisfaction</li> </ul>

**Special Conditions:**

**(e.g. Weekend work, shift allowance, car/mileage allowance)**

- The council operates a strict non-smoking policy.
- Casual Car User Allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.
- Required to work outside the Council's normal working day for which time off in lieu will be granted for work undertaken outside the Council's flexible working scheme.

Due to the nature of the duties it will be necessary to work throughout the Council's area.

**Prepared by: Corinne Mason**

**Date: 28.04.2025**

**Post Holder Signature:**

**Date:**