

Job Description and Person Specification – non manager post

Job title:	Senior / Environmental Health Officer
Directorate:	Place
Service:	Public Protection
Team:	Environmental Quality
Post number:	04685
Salary grade:	Environmental Health Officer H/I , Senior J
Work location:	Theale Gateway
Reports to:	Principal Officer

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
- To effectively contribute to the delivery of the relevant strategic and service objectives set out in the annual service plan and Council's Strategy.
- To provide administrative and advisory functions to ensure the smooth operation of the service.

Structure Chart

Service Lead - Public Protection

Strategic Manager – Compliance and Programme

Principal Officer

Senior / Environmental Health Officer

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.

Main Duties and Responsibilities

3. Conduct investigations leading to the production of reports for consideration by the PPP 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 Service Lead - Public Protection.
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.
13. Promoting equal opportunities, access to services and tackling discrimination both within and outside the Council. To mainstream equality within all the activities of the team and contributing to the service area's Equality Impact Assessments.
14. Fully embrace and work in line with the Behaviour Framework.

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
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 (Senior Role only)	E	2
Experience		
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 (Senior role only)	E	4
Experience in supervision (Senior role only)	D	1
Knowledge and understanding		
Demonstrable knowledge investigation framework including PACE,	E	1

RIPA, POCA and CPIA		
Knowledge and experience of appropriate IT systems	E	2
Skills and abilities		
Ability to gather evidence in a criminal investigation	E	1
Ability to adapt style to wide variety of people.	E	2
Ability to act assertively, with authority, knowing when to be empathic and a good listener.	E	3
Ability to write concise and accurate reports.	E	4
Previous experience of having given evidence in court or similar environment.	D	1
Strong verbal communication skills.	E	5
Ability to pay high level of attention to detail.	E	6
Skills in report writing and presentation of information.	E	7
Ability to use Outlook, and a web browser to access information	E	8
Ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	9
Ability to facilitate change and support continuous improvement	E	10
Ability to develop productive working relationships with colleagues and stakeholders	E	11
Ability to use resources effectively	E	12
Ensure customer service excellence is at the forefront of decisions around service provision	E	13
Able to lead by example and comply with the Behaviour Framework	E	14
To be able to work collaboratively with internal and external stakeholders	E	15
To be able to recognise successes and take feedback to improve service delivery	E	16
Work-related personal qualities		
Delivery Through Collaboration – evidence of working collaboratively with others, with dignity and respect to deliver role objectives. Able to help others to identify risk and prioritise workload (Senior role only) Demonstrate commitment to the “one service” ethos of the PPP	E	1
Effective Communication and Engagement – to be able to communicate in a wide variety of forms as required by the role and to take account of the views of others.	E	2
Customer Excellence – to be able to act in accordance with the Council's Customer Charter.	E	3
Responsibility and Accountability – able to be responsible for own actions in order to deliver the Council's Strategy and Service Priorities.	E	4
Continuous Learning and Recognition – evidence of continuous learning and willingness to learn. Good motivator of self and other staff.	E	5
Managing Change – open to new ways of working and embracing change. Demonstrate drive and determination.	E	6
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken	E	1

aspects of the role with confidence in English applies.		
Enhanced DBS check with relevant barred list/s	No	
Is this post politically restricted?	No	
Possession of full driving license and access to a vehicle for work	E	2

NOTE: A/I – Application or interview stage for assessment to be considered – manager to complete as appropriate.

West Berkshire Council's Behaviour Framework

