



Job Description

Post Title: **Environmental Health Officer (Pollution Team)** based in Tunbridge Wells

Service: **Environment and Street Scene**

Grade: **7**

Responsible To: Environmental Protection Team Leader

Job Summary: Responsible for investigation of complaints and service requests from members of the public, reviewing license and planning applications, Co-ordination of and participation in Local Site Operator Duties (calibration of Air Quality Stations) changing of diffusion tubes. inspection of permitted premises. Co-ordination of Private Water Supply regime and annual return. Support of Scientific Officers and trainees

Main Activities:

1. To respond to service requests and attend domestic and commercial premises, make and keep appropriate records. Ensure that all relevant legislation is complied with, serve notices within the remit of this post and take on appropriate responsibilities associated with the work of the section, such as
 - Accumulations of waste
 - Bonfires
 - Pest infestations
 - Noise complaints
 - Filthy and Verminous Premises
 - Water sampling
 - Odour nuisance
 - Light nuisance
 - Drainage and pollution incidents
 - Pest control enforcement
 - Filthy/verminous premises
 - Waste crime
2. Private Water Supplies; Coordination of the PWS regime, undertake water sampling as required, prepare annual return for Drinking Water Inspectorate.
3. Respond to planning and licensing consultations; reviewing current planning applications and license applications with a view to determining applications that require Environmental Protection input. Attending planning and licensing committee hearings as required.
4. Contribute on the environmental permitting regime and in particular to; undertake specialist & complex environmental permitting inspections. The issuing of permits.

Compiling and completing DEFRA returns. Complaints investigation. Enforcement activity.

5. Air Quality Monitoring. Co-ordinate Local Site Operator Duties. Changing of diffusion tubes. Calibration of air quality monitoring stations. Accurate storage and presentation of results. Support preparation of Annual Status Report.
6. To participate in any public activities involving environmental health such as infectious disease control.
7. To attend court and give evidence in connection with the enforcement duties associated with the post.
8. To undertake enforcement duties as necessary including interviewing under caution, preparation of prosecution evidence, giving evidence in court, giving statements, obtaining statements from witnesses and preparing prosecution files, in connection with the fulfilment of the above duties.
9. To undertake out-of-hours enforcement work as and when assigned.
10. To maintain relevant standards of Continuing Professional Development and support others within the Service to develop their knowledge and skills as appropriate.
11. To undertake training and qualifications appropriate to the requirements of the post.
12. To undertake administrative duties as necessary in connection with the fulfilment of the above duties.
13. Support the training and development of Trainee Officers and other members of staff when requested or required.
14. To liaise and where necessary to provide support to other services as necessary in connection with the fulfilment of the above duties.
15. To participate in Environmental Health out of hours service on rota basis.
16. Equal Opportunities; To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination. To recognise that people have different abilities to contribute to the Council's goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms.
17. Emergency Planning; To participate as required in the Council's Emergency Planning operations including undertaking training and exercising as directed. To participate in the response to an emergency which may involve duties outside your normal job description and at times outside your contracted hours. To participate in the recovery stage following the emergency.
18. Business Continuity; In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.
19. Data Protection; To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.

20. Additional Duties; To undertake any additional duties of a similar level of responsibility as may be required from time to time.

21. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.