

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Environmental Health Officer
TEAM: Environment
GRADE: 8
POST NO.: ES16
SERVICE AREA: Regulatory Services
RESPONSIBLE TO: Team Leader - Environment

VARIATIONS TO STANDARD CONDITIONS OF SERVICE:

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Essential Car User Allowance.
3. Undertaking duties outside normal working hours for which time off in lieu will be given.
4. As a term of employment the post holder would be required to participate in any out of hours call out service that the council may implement.
5. A Disclosure and Barring check is required for this post, as well as additional clearance by Leicestershire Police to allow the use of Sentinel.

DATE ISSUED: TBC

JOB PURPOSE

The jobholder is responsible for implementing legislation and local policies concerning atmospheric pollution and noise and for improving standards in private sector housing, investigating public health nuisance and ensuring that effective solutions to problems are identified and implemented.

JOB ACCOUNTABILITIES

1. To ensure that all premises and dwellings covered by legislation comply with the limits set for noise and air pollution, taking necessary action to reduce pollution as appropriate in the circumstances, including the preparation of notices and representing the Council in court.
2. To investigate complaints of Statutory Nuisance and to take appropriate action as necessary to resolve issues.
3. To advise the Planning Department on the pollution implications of planning applications and to present such evidence as necessary at Planning appeals.
4. To determine the risk assessment of houses in the private rental sector deciding the best course of action in order to raise standards of housing in the private sector.
6. To identify and inspect both licensable and non-licensable Houses in Multiple Occupation and to ensure appropriate persons are aware of their responsibilities to ensure compliance with the relevant legislation.
7. To provide specialist advice on contamination throughout the district and undertake the identification and monitoring of potential contaminated sites in accordance with the Councils contaminated land strategy.
8. To identify the cause and location of drainage problems in private dwellings ensuring owner/occupiers are informed of their responsibility to rectify and that action is taken to ensure compliance if necessary.
9. Undertake accurate sampling and testing in connection with private water supplies, land fill gas sites and other specialist projects ensuring appropriate action is taken where necessary.
10. To enforce the private water supply regulations, undertaking risk assessments and arranging for necessary sampling and analysis to be undertaken where necessary.
11. To enforce the licensing of caravan and camping sites under appropriate legislation and guidance.
12. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety and Communication and involvement policies
13. As a term of employment the post holder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

14. Health and Safety

- To be familiar with and at all times comply with
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE: Environmental Health Officer					
TEAM: Environmental Services	POST NO: ES16	GRADE: 8	ALLOWANCE: Essential Car User	CONTRACT TYPE Permanent	WEEKLY HOURS:
CRITERIA ASSESSMENT A / I / T / E	ESSENTIAL REQUIREMENTS: (Minimum requirements for the successful completion of the job)		DESIRABLE REQUIREMENTS: (Elements that contribute to improved / immediate performance in the job)		
Qualifications Assessed at Application, Evidence	<ul style="list-style-type: none"> Degree or Diploma in Environmental Health (or equivalent qualification) Evidence of active participation in continuing professional development. Member of the Chartered Institute of Environmental Health 		<ul style="list-style-type: none"> Post grad qualification in Acoustics and/or Atmospheric Pollution or other related Environmental Control qualifications. Certificate of competence to perform HHSRS assessments Appropriate qualifications in Animal Licensing to satisfy the requirements of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 		
Experience Assessed at Application, Interview	<ul style="list-style-type: none"> Demonstrate competence in appropriate Environmental Health work including work statutory nuisance and anti-social behaviour, pollution control, animal licensing, planning consultations and private sector housing; including HMO and caravan site licensing. 		<ul style="list-style-type: none"> Demonstrate competency in taking formal action including prosecutions 		
Knowledge Assessed at Application, Interview	<ul style="list-style-type: none"> Knowledge of current issues in statutory nuisance and anti-social behaviour, pollution control, animal licensing, planning consultations and private sector housing; including HMO and caravan site licensing. 		<ul style="list-style-type: none"> Knowledge of current issues air quality Knowledge of current issues in contaminated land 		
Skills	<ul style="list-style-type: none"> Excellent verbal and written communication skills Able to maintain accurate records Persuasive and diplomatic 				

Assessed at Application, Interview	<ul style="list-style-type: none"> • Assertive • Able to work under pressure • Able to prioritise own work loads and work under own initiative • Intermediate MS Word, Excel and Outlook • Able to demonstrate customer focus 	
Other Skills Assessed at Application, Interview, Evidence	<ul style="list-style-type: none"> • Full current valid UK driving licence and access to a motor vehicle suitable for work purposes • Ability to work outside standard office hours as required 	<ul style="list-style-type: none"> • Able to work remotely as part of any remote working strategy

