

Lancaster City Council - Job Description & Person Specification

Job Title:	Senior Environmental Protection Officer (SEPO)	Grade:	GG510	Job Code:	LCC745
Service/Team:	Environmental Protection and Environmental Enforcement	Role Type: *Delete as appropriate	HYBRID / HYB/CSV / FIXED / COMM	Reports to: *Title & LCC Code	Environmental Protection Manager
Line Manages: *Title/s & LCC Code					

Job Overview

Overview

- To deliver a high standard of regulation within the full remit of the environmental protection team, including anti-social behaviour and environmental/waste enforcement. To manage and deliver a personal caseload and provide professional advice having due consideration to all relevant statutory guidance, technical guidance and codes of practice.
- Serve as a lead officer responsible for ensuring the council's statutory duties are fulfilled specifically in respect of air quality, Integrated Pollution Prevention Control (IPPC) private water supplies and more complex cases/ investigations.
- Conduct complaint investigations/inspections with consideration to all relevant legislation. To take decisions on prioritisation or work, determination of risk/harm, determine methods for gathering information/ evidence. To implement appropriate regulatory action, including service of legal notices, issuing civil penalties, take statements, produce reports and maintain up to date and accurate case files/ files for legal proceedings as and when required.

Direct Responsibilities

- In consultation with the Environmental Protection Manager deliver, review and advise on statutory requirements concerning Local Air Quality Management, IPPC and PWS objectives. Maintain and provide up to date information to assist with effective budget setting around these work areas.
- Overseeing and reviewing, monitoring programmes, data collection and trends to implement well informed, data/evidence-based decision-making, concerning all statutory duties.
- Where necessary, and in consultation with the Environmental Protection Manager lead and implement projects/communications relevant to service and corporate objectives.
- Prepare technical air quality reports, and other reports in line with statutory requirements.
- Lead and keep under review, the council's duties under IPPC with support of the team. Process applications for, and issue, environmental permits and undertake inspections of permitted processes.
- To arrange and organise a personal case/workload in response to all environmental protection service requests, investigations and inspections within the remit of the post and delegated responsibilities.
- To work towards improving health, wellbeing and environmental quality for our local communities.
- Support the communication of clear performance standards within the context of continual improvement.
- To deliver efficient and effective prevention, minimisation, regulation and compliance improvement of environmental protection issues within the team's remit. To do so to a high standard in line with the Regulators' Compliance Code, council strategies, service policies, plans and priorities.
- To serve as lead officer and regulator and engage in problem solving and evidence gathering to deliver and achieve the most appropriate regulatory outcome.
- To provide responses to Licensing and Planning consultation requests and in line with relevant statutory, technical and professional guidance and lead on more complex cases.

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- To conduct programmed, reactive and targeted inspections of relevant premises and other interventions as required.
- To provide high levels of customer service with affected people and communities, act with impartiality and integrity.
- To deliver regulatory advice, warnings, and formal enforcement including fixed penalty notices, civil penalties, statutory notices and routine prosecution files with a positive regulatory mind-set. To represent the council as a professional witness in Court as required.
- To contribute to continuous development and improvement of the team's tactics and operating methods.
- To promote positive and effective working between council teams to optimise service delivery and outcomes for communities.
- Where necessary, engage with community groups and partner agencies closely in tackling environmental protection issues and maximising public reassurance

Primary Measurable Objectives

- To manage and organise a personal case/workload (programmed and reactive) within the boundaries agreed with the Environmental Protection Manager, but also taking the initiative in responding to and adjusting to changing demands on the team as required.
- Take informal and formal action to secure compliance with statutory requirements in accordance with enforcement policies, the Regulators' Code, case law, codes of practice and other available technical guidance. Attend Court for civil and criminal proceedings as the case officer/witness as necessary.
- Pursue investigations, decisions, and formal actions in accordance with case review systems operated by the service.
- Maintain good levels of professional, technical, and legal knowledge and expertise concerning all duties of the post.
- Consult, liaise and work with internal and external services and agencies in relation to proactive work and caseloads, developing and maintaining dialogue and effective working relationships in connection with the duties of the post.
- Maintain a high standard of record keeping on computerised databases.
- Prepare reports for management and politicians.
- Undertake any other duties required by the line manager in accordance with (a) the duties and grading of the post and (b) the competencies, training and qualifications required. This requirement is intended to ensure short-term flexibility of service delivery and to cover for extenuating circumstances.

Staff Management Responsibilities

- No line management responsibilities but supervisory responsibility of Environmental Protection Officers who assist with delivering objectives of the post duties.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	Degree or Diploma in Environmental Health, or other relevant degree or higher level relevant professional qualification. Or evidence of and completion of relevant technical/professional training relevant to post duties and substantial environmental protection work experience.	Registered either with the CIEH Environmental Health Practitioner Registration Scheme or via EHRB or other relevant professional body.	App Form, Interview, Certificate
Experience	Experience and or knowledge of local authority regulatory responsibilities in respect of nuisance investigations, local authority air quality, private water supplies and one or more recognised specialist areas of environmental health within an environmental protection context. Experience in providing specialist advice in relation to requests in respect of environmental pollution within the posts remit. Experience in case management, including gathering and recording information, taking regulatory action and robust understanding of rules of evidence.	Experience of undertaking criminal investigations. Experience in legal proceedings. Awareness of future proposals, trends, and issues relevant to service area.	App Form, Interview
Job Related Skills, Knowledge & Abilities	Experience of planning, organising and prioritising workloads to satisfy performance targets and meet deadlines. Able to influence, negotiate and encourage others, resolve conflict, and deal effectively with challenging situations.		App Form, Interview

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	Excellent verbal and written communication skills with the ability to present information coherently and concisely to different audiences Ability to understand and explain legislation, procedures and requirements to others, to ensure compliance and clearly inform of consequence for non-compliance. Ability to assess the most appropriate intervention based of risk and potential harm. Ability to make robust decisions to achieve compliance and reduce risk/harm.		
Personal Attributes Including Interpersonal & Communication Skills	Manages their own case/workload within the boundaries (of autonomy) agreed with the service manager. Uses a range of appropriate communication styles to influence others. Leads by example and a good team member. Understands and implements to council's values. Displays a strong commitment to customer service. Demonstrates a determination to achieve challenging targets. Displays a commitment to personal and professional development and learning. Ability to recognise and manage customer expectation, handle complaints and to provide and receive feedback	Able to work with minimal supervision	App Form, Interview
Special Requirements/Other	Where necessary (for example when an investigation		App Form, Interview

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	necessitates this) work outside normal office hours.		
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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	