

JOB PROFILE

Directorate:	Customer Services
Service Area:	Regulatory Services
Job Title:	Specialist Environmental Health Officer
Grade:	MGT1
Post Number:	L252
Base/Location:	Charnwood Borough Council Offices
Responsible To:	Environmental Protection Manager
Responsible For:	Nil staff
Key Relationships/ Liaison with:	Environmental Health, Street Management, Licensing, Planning Services, Legal Services, Community Safety, Landlord Services, Councillors, other Local Authority EH services and DEFRA.

Job Purpose

- To deliver services provided by the Environmental Protection Team in their day to day activities and to carry out the Council's statutory duties, policies and procedures in relation to relevant work areas.
- Maintain a proactive and re-active caseload in all aspects of Environmental Protection work.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	Carry out detailed inspections, investigations, monitoring and site visits relating to the control of noise, air pollution, contaminated land, LA-PPC, IPPC, licensing, complaints, nuisance, ASB and other matters undertaken by the Environmental Protection Team. To lead on commercial and more complex cases. Secure improvements by advice, instruction, mediation, negotiation and correspondence, or by legal means.
2.	Insect the full range of prescribed premises, permitted under LAPPC legislation in accordance with requirements set out by DEFRA, to ensure compliance with LA-IPPC, IPPC, LAPPC. IED and other relevant legislation. Secure improvements in standards by advice instruction, negotiation and correspondence, or legal means in consultation with the Environmental Protection Manager.
3.	Prepare and service legal notices on behalf of the Council and gather legal evidence, prepare statements and appear as an expert witness in court proceedings, enquiries, hearings and appeals as required.

4.	Respond and take action with respect to complaints and requests for service from internal and external service users in a manner that meets with the Council's and the Environmental Protection Teams policies and procedures. Responding and taking action may include site meetings, telephone enquiries, written correspondence, reports and liaison meetings. To provide advice, information, technical and legal guidance on the full range of duties undertaken by the Environmental Protection Team.
5.	Provide advice, information and technical guidance to the Head of Planning Services on the environmental impact of new development.
6.	Provide advice, information and technical guidance to members of the public, business and commercial operators, consultants and other professionals on the full range of duties undertaken by the Environmental Protection Team.
7.	To carry out the inspection of Contaminated Land, in line with the Council's Strategy and national legislation and guidance.
8.	Assist the Environmental Protection Manager with co-ordinating the Council's Air Quality Review and Assessment duties, in line with national legislation and guidance.
9.	Provide advice, information and consultation responses relevant to licence applications and TENS, attending Licensing Sub-Committee hearings and reviews, as necessary to prevent public nuisance.
10.	Respond and take action with respect to complaints, enquiries and requests for service from internal and external service users for the full range of duties undertaken by the Environmental Protection Team under the Anti-social Behaviour, Crime and Policing Act 2014, relevant to noise and nuisance.
11.	Participate in providing promotional campaigns, lectures and training programmes in issues relevant to the work of the Environmental Protection Team.
12.	Review, assess and evaluate written reports received from consultants and other professionals on noise, odour, contaminated land issues, remediation strategies, work methodologies and air quality. To evaluate the impact on public health and the environment.
13.	Represent the team and service at appropriate meetings as required.
14.	Maintain membership of a recognised professional association such as the Chartered Institute of Environmental Health by completion of the required training and development to satisfy requirements for continued professional development.
15.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
16.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.
The nature of the work may involve the jobholder carrying out work outside of normal working hours.	

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled

candidate.

Prepared by: Head of Regulatory and Community Safety

Date: 12 March 2026

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	Essential	Desirable
<p><u>Qualifications</u></p> <p>Diploma or Degree in Environmental Health</p> <p>Certificate of registration with EHORB or equivalent</p> <p>Post Graduate qualification relevant to Environmental Protection</p> <p>And Demonstrable experience identified within the section below.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p>
<p><u>Experience</u></p> <p>Experience covering the majority of functions within the provision of an Environmental Protection Service and associated enforcement</p> <p>Experience of writing and commenting to Planning Officers about the environmental implication of planning proposals.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p>
<p><u>Skills / Knowledge</u></p> <p>The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post.</p> <p>Technical knowledge of legislation for prescribed premises permitted under LA-PPC, Industrial Emissions Directive and other relevant legislation.</p> <p>Technical knowledge of the Local Air Quality Management review & assessment process and associated legislation.</p> <p>Technical knowledge of the Contaminated Land legislation and guidance.</p> <p>Technical knowledge of pollution control legislation in respect of noise, odour, smoke and other statutory nuisance.</p> <p>Technical knowledge of anti-social behaviour (ASB) legislation and</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

	Essential	Desirable
<p>guidance.</p> <p>Ability to use Microsoft Office suite (Word, Excel, Powerpoint.</p> <p>Ability to use Microsoft Teams</p> <p>Knowledge of “NEC Assure” environmental health software management package or similar systems.</p> <p>Ability to deliver training</p>	<p>✓</p>	<p>✓</p> <p>✓</p>
<p><u>Interpersonal Skills</u></p> <p>Strong interpersonal skills with good networking and negotiating skills, able to influence an outcome favourably.</p> <p>Results orientated, with a customer and quality focused approach.</p> <p>Ability to work effectively with others corporately and with partners as part of a team to achieve shared goals and meet deadlines.</p> <p>Ability to deal with conflict and potentially difficult clients.</p> <p>Ability to convey information clearly via verbal, non-verbal and written methods</p> <p>Demonstrate a positive attitude and emotional intelligence, maintaining a constructive demeanor.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><u>Other requirements</u></p> <p>An understand of, and commitment to equal opportunities, and the ability to apply this to all situations.</p> <p>Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.</p> <p>To be able on occasion to work outside normal office hours.</p> <p>To be able to travel throughout the Borough (may be using own transport).</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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