

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	50401
Post Title:	Principal Environmental Health Officer
Unit/Team:	Regulatory Services
Grade:	Grade G
Service:	Regulation and Safety
Reports to:	Environmental Health and Community Safety Manager
Issue Date:	February 2022

PURPOSE OF THE JOB

To take the lead in delivering service improvements, enhance professional standards, consistency, and customer outcomes across Regulation and Safety having regard to the Council's Corporate Strategy, other corporate objectives and the Council's statutory duties

The post holder advises the council generally, on policy matters within the post holder's responsibilities. The post holder works with council staff, at all levels, working under their own direction, receiving general guidance on corporate and service policy and priorities.

Give day to day operational direction and co-ordination to the first line supervisors across Regulatory Services and ensure that their teams are operating in collaboration to achieve the strategic objectives of the service

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Provide direction to the functions and staff within the Regulatory Services area and ensure that the teams contribute to their full potential in the delivery on the Council's priorities.
- 1.2 Lead and deliver effective systems, enforcement practices and policies across Regulation and Safety and other partnerships.
- 1.3 Investigation of complaints/nuisances and other environmental health matters as required by the Environmental Health and Community Safety Manager and Chief Officers.
- 1.4 Undertaking of a variety of inspections and surveys covering one or more specialist functions within Regulatory Services, such as Food, Pollution, Housing or Health and Safety, Environmental Crime, Nuisance and Anti Social Behaviour.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Gives day to day operational direction, plan, co-ordinates work across the team, including inspection programmes, enforcement campaigns, investigations, make appropriate enforcement recommendations and implement work in default.
- 2.2 Ensure the collection and dissemination of information, record keeping and provide statistical data as required.
- 2.3 Ensure that legal, statutory and other relevant provisions governing or affecting the administration of these functions are observed, including Council policies and procedures.
- 2.4 Attend meetings etc and advise Councillors as necessary on questions within these areas of responsibility, and communicates decisions to those who will be required to implement them or are affected by them.
- 2.5 Actively seeks to work in partnership with other areas of the Council, external agencies and other partners to achieve joint priorities.
- 2.6 Keeps abreast of developments and changes which could affect these services and develop procedures and implements improvements.
- 2.7 Take a primary role in the development and implementation of effective policies and procedures in relation to the achievement of corporate objectives that directly contribute to new or amendments to council policy and practices across the regulatory service areas.
- 2.8 Participate in the Council's recruitment and selection scheme. Monitor new recruits performance and undertake the Council's employee, planning and development scheme.
- 2.9 Be aware of Health and Safety legislation and so far as is reasonably practicable, ensure compliance with the Health and Safety at Work Etc. Act, the Council's Safety Policy and the Departmental Safety Policy.
- 2.10. Any other reasonable duties which may be required by the Head of Service.

3. SUPERVISORY RESPONSIBILITIES

Day to day supervision of a number of professional, technical and support staff, act as mentor and carry out staff appraisals to identify training needs

To supervise, motivate and facilitate training opportunities for members of the service using the Personal Development Plan and other employee development schemes

4. FINANCIAL RESPONSIBILITIES

Monitors commitment and expenditure against appropriate budgets.

Scrutinise contractor estimates and invoices to check compliance with specifications and tenders etc.

5. RESPONSIBILITY FOR ASSETS AND DATA

Any technical equipment associated with work area and personally responsible for the quality of data entered onto computerised systems or manual record and for ensuring that information created, received, acted upon or passed on is accurate in conjunction with the Councils Data Quality Strategy.

The post holder must ensure data is handled in a secure manner protecting the confidentiality of any personal data and that the requirements of the Data Protection Act 1998 and other relevant legislation is adhered

6. EXTENT OF PUBLIC CONTACT

Handling enquiries, investigation of requests for and complaints regarding the service from elected members, residents, partner organisations and contractors.

Consultation with the public regarding service.

Attend council and public meetings, workshops etc as appropriate

7. WORKING CONDITIONS AND ENVIRONMENT

Office-based with some out of office visits and inspections, and working with other local authorities, agencies, the general public and industry.

There is an occasional need to work outside normal office hours e.g. evenings and weekends

The post involves occasional attendance at meetings outside normal office hours

A full current driving licence is desirable for this post.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of

the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Principal Environmental Health Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
EHORB or working towards this registration	E	
Understanding of how to use intelligence to solve problems and address community concerns	E	
Experience of using enforcement powers in an appropriate and relevant discipline	E	
High Standard of IT competence and advanced communication skill	E	
Experience of enforcement investigations and implementing a range of enforcement interventions	E	
An ability to deal effectively with irate members of the public and other customers	E	
Ability to assimilate complex and conflicting information in order to make sound judgements and recommendations	E	
An ability to produce accurate and concise records, letters, and reports which can be understood by variety of audiences	E	
Ability to prioritise workloads and meet deadlines, with minimum supervision.	E	
A full current driving licence to drive motor vehicles.	E	
A commitment to work within our CAN DO values	E	A, I
Experience of working as a part of a multi disciplinary team to solve problems and address community concerns	D	
Commitment to continuous improvement, innovation and the creation of mutually supportive team working environments	D	
Certificate of Professional Competence (APC)	D	
Experience of carrying out covert and overt surveillance and evidence gathering	D	
Experience of using monitoring equipment or similar	D	
Experience of acting as a witness in criminal proceedings	D	
An appropriate qualification in one or more appropriate discipline	D	

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D