

Post Title: Environmental Health Officer

Post Hours: 37 hours per week

Grade: Scale PO5-8

Responsible to: Team leader (Residential / Commercial)

Responsible for: Assistance and support to up to 1 Technical Officers

Main contact associated with principal duties:

- Management of industrial premises and commercial operators
 - Landlords/Agents
 - Statutory undertakings
 - Council officers
 - Members of the public
 - Elected members
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Job Purpose:

Under the guidance of an Environmental Health Team Leader, to undertake public protection duties which support the Councils' service priorities, duties including case management and referral to other services, inspections, investigations, legal proceedings and interventions in relation to, but not exclusively, the following functions:

- A Food Safety Service in accordance with the Food Safety Act 1990 and associated legislation
- A communicable disease control service
- Environmental Permits
- Occupational Health and Safety Enforcement Services
- Contaminated Land
- Local Air Quality Management
- Commercial/Industrial Noise Control Service
- Planning Consultations
- Smoke Control Areas
- Smoke free Legislation
- Radiation Monitoring
- HMO Licensing
- Private Sector housing standards
- Immigration inspections
- Houses in multiple occupation
- Empty properties
- Drainage complaints
- Domestic noise nuisance
- Private Water Supplies

- Public burials/exhumations
- Domestic nuisance enforcement
- Filthy or Verminous Premises

Post holders will be expected to be flexible as they may be required to work on different functions or in either the Commercial or the Residential teams from time to time.

To apply the full range of professional knowledge and skills associated with environmental health practice throughout the service area

Control of Resources:

- Safety equipment
 - Sampling equipment
 - Measuring equipment
 - Photographic and video equipment
 - Audio- visual equipment
 - Mobile phone
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Main duties and responsibilities (where relevant to the team in which the postholder is based):

1. In response to customer enquiries, inspection programmes and service requests carry out inspections, investigations, enforcement of legislation, service of statutory notices, co-ordination of works in default of notices, prosecution proceedings, interventions, initiatives and education under legislation including the Environmental Protection Act, the Health and Safety at Work Act, Public Health Acts, Building Act, Housing Acts, Food Safety Act and other appropriate legislation within the remit of the Environmental Health Services.
2. Respond to consultations from Building Control, Planning and Licensing with respect to the environmental impact of residential, commercial and industrial development. Including the assessment of technical acoustic, air quality and lighting reports and scheme together with any issues relating to food safety.
3. To lead on individual projects identified within the Service Plan, carrying out the appropriate research, liaison with colleagues in other authorities and relevant government departments to deliver those projects, which contribute to the team and directorate performance and priorities.
4. To ensure that the team and individual performance targets are achieved, including statutory targets, such as completion of the inspection programmes.
5. Determine the most appropriate course of action and use of legislative tools. Carry out formal recorded interviews, take witness statements, obtain and preserve evidence in accordance with the Police and Criminal Evidence Act having regard to the Regulation of Investigatory Powers Act and the Code of Practice for Crown Prosecutors.
6. Serve and issue statutory notices, orders and licences as required by the Housing Act 2004, Environmental Protection Act 1990, Health and Safety at Work etc. Act 1974 and Food Safety Act 1990 and other related public health and environmental health related legislation and any other notices as specifically authorised by the Housing, Health and Engineering Service Manager.
7. Take legal proceedings and default action in the case of non-compliance. Represent the Council as an expert witness in court including defending any appeals made in the higher courts.

8. To respond to and represent the Council in emergency situations including but not limited to Operation Merlin (Chemical Incidents) and Radiation incidents. Maintain knowledge and technical expertise to assist in such incidents and exercises.
9. Participate in the Council's emergency call-out scheme, responding to the public following out of hours enquiries for emergency issues, making decisions and taking actions as appropriate for the situation, including making arrangements in anticipation for the preparation of notices and collection of equipment.
10. Arrange and examine estimates, tenders and price specifications and process invoices in connection with all functions where the Council is undertaking works in default of enforcement action to ensure that expenditure represents value for money and can be justified to debtors. Take responsibility for assets, including cash and effects seized with regard to food safety, health and safety enforcement and state assisted funerals.
11. To be responsible for the processing of the purchasing system, debtors and creditor transactions applicable to the day-to-day functions of the team, for approval by a Team Leader or Service Manager.
12. Represent the Council at Environmental Health Lancashire (EHL) sub-group meetings and participate in task and finish projects, sharing data and best practice to support the work of EHL.
13. To be responsible on site, for any staff, specialists, students or other persons authorised to accompany the officer.
14. Use the Councils ICT systems in accordance with advised protocols and populate databases with accurate and up to date data.
15. Undertake appropriate training to fulfill responsibilities effectively.
16. To undertake such other duties as may be required commensurate with the grading of the post.

Selection Criteria	Essential or Desirable	Assessment Method
Knowledge, skills, abilities and experience		
1. Have the certificate of registration of the Environmental Health Officers Registration Board. Obtained by either First Degree and Professional Examination or by the Diploma of the Environmental Health Officers Education Board or due to achieve registration within 6 months of appointment	Essential	Application Certification
2. Post Graduate qualification in an environmental health related subject.	Desirable	Application Certification
3. Detailed knowledge and understanding of a broad range of environmental health legislation, good practice and experience in inspecting a wide range of premises relevant to the post	Desirable	Application Interview Test
4. Have experience of undertaking inspections, investigations, enquiries and developing solutions to environmental problems.	Essential	Application Interview
5. Strong IT skills with excellent knowledge of Microsoft Office.	Essential	Application Interview
6. Ability to manage and prioritise your own workload and to contribute to the achievement of service and corporate targets and goals.	Essential	Application Interview
Special Requirements		
7. A commitment to equal opportunities.	Essential	Application Interview
8. A commitment to undertake training and personal development and work occasional evenings and weekends	Essential	Application Interview
9. A current driving licence and be able to visit premises and locations throughout the area of the Borough and elsewhere to perform the duties of the post.	Essential	Application Interview
<p>As the post involves driving a vehicle, the post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.</p>		

Date: April 2026