

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 provide professional and operational leadership within allocated Environmental Health specialist functions, supporting the delivery of high quality, customer focussed and effective regulatory services having regard to the Council's Corporate Strategy, corporate objectives and statutory duties.

The post holder will provide technical expertise, quality assurance and day to day supervision to allocated professional, technical and support staff, supporting the consistent and effective delivery of enforcement, compliance and service improvement activities across Environmental Health.

The post holder will manage complex investigations, support policy and procedural development and act as a lead officer within their specialist discipline(s), working under the direction of the Environmental Health Team Leader.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Provide professional and operational support within allocated Environmental Health specialist functions and supervise allocated staff to ensure the effective delivery of the Council's regulatory priorities, statutory duties and customer service objectives..
- 1.2 Lead on the implementation and continuous improvement of operational systems, enforcement practices and procedures within allocated Environmental Health specialist functions, supporting consistent, effective and proportionate regulatory service delivery.
- 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 Provide day to day operational supervision and co-ordination of allocated staff and specialist work activities, including complex investigations, inspection programmes, enforcement interventions and case management within the post holder's specialist discipline(s).
- 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 Contribute to the development, implementation and review of operational policies, procedures and working practices within allocated Environmental Health specialist functions, supporting service improvement and compliance with statutory and corporate requirements..
- 2.8 Participate in recruitment, induction, supervision and development of allocated staff, including undertaking appraisals, monitoring performance and supporting officers through the Council's employee performance and development processes.
- 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

- 3.1 Under the direction of the Environmental Health Team Leader, provide day to day supervision and line management for allocated professional, technical and

support staff within the post holder's specialist Environmental Health function(s).

- 3.2 Responsibilities include work allocation, mentoring, case supervision, appraisal, identification of training needs and supporting officers in the delivery of statutory and operational duties.
- 3.3 To supervise, motivate and facilitate training opportunities for members of the service using the Personal Development Plan and other employee development schemes.
- 3.4 Provide professional and technical guidance within the post holder's specialist discipline(s), supporting consistency of practice, quality assurance and service improvement.

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 CIEH registered EHO/EHP	E	D
Experience of supervising, mentoring or supporting professional or technical staff.	E	A, I
Understanding of how to use intelligence to solve problems and address community concerns	E	A, I
Experience of using enforcement powers in an appropriate and relevant discipline	E	A, I
High Standard of IT competence and advanced communication skill	E	A, I
Experience of enforcement investigations and implementing a range of enforcement interventions	E	A, I
An ability to deal effectively with irate members of the public and other customers	E	A, I
Ability to assimilate complex and conflicting information in order to make sound judgements and recommendations	E	A, I
An ability to produce accurate and concise records, letters, and reports which can be understood by variety of audiences	E	A, I
Ability to prioritise workloads and meet deadlines, with minimum supervision.	E	A, I
A full current driving licence to drive motor vehicles.	E	A, I, D
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	A, I
Commitment to continuous improvement, innovation and the creation of mutually supportive team working environments	D	A, I
Certificate of Professional Competence (APC)	D	A, I, D
Experience of carrying out covert and overt surveillance and evidence gathering	D	A, I
Experience of using monitoring equipment or similar	D	A, I

Experience of acting as a witness in criminal proceedings	D	A, I
An appropriate qualification in one or more appropriate discipline	D	D

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