



Job Description

Job title	Environmental Protection Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Public Protection	Salary	SK11 (£36,762 per annum)
Location	Currently mix of home and office-based working	Contract	Permanent

Main Job Purpose

The post holder will work as part of a small multidisciplinary team delivering a range of environmental health functions.

Core areas of work include: Undertaking inspections and investigations in relation to statutory nuisance, permitted processes, caravan sites and public health (including rodent infestations, filthy and verminous premises and drainage issues).

This role is not politically restricted.

Main Statement of Responsibilities

- Respond to a range of enquiries, carry out investigations and take appropriate action to resolve issues in respect of public health, statutory nuisance, waste, pests, and other relevant areas of work.
- Draft and serve appropriate enforcement notices and organise works in default as part of the enforcement process, including the recovery of costs.
- Undertake interviews under PACE, prepare prosecution files and attend court to support formal action by the Council or other agencies as required.
- Carry out inspections of permitted processes under the Pollution and Prevention Control Act 1999 and assist in drafting variations and new permits.
- Carry out inspections of caravan sites to monitor compliance with site licence conditions and respond to service requests.
- Assist in ensuring that the Council's duties under the Environment Act 1995 in respect of air quality are fulfilled.
- Maintain clear, accurate and up to date records, including the preparation of letters, reports and entries in statutory registers.
- Liaise with other teams and agencies; including the attendance of multi-agency and external meetings.
- Undertake other duties that are consistent with the grade and general characteristics of the post as required, including providing support to the wider environmental service area as required.

Core values

Our vision is to "be the best district in which to live, work, and visit." To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.



They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council's operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident's trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.



Person Specification
Relevant Experience, Skills and Knowledge
Essential • Experience of working in an Environmental Health Service or other relevant regulatory role • Experience in the investigation of complaints and the ability to exercise sound professional judgement in line with relevant procedures and policies • Experience of evidence gathering and preparing cases for court including knowledge of rules of evidence and the requirements of PACE and RIPPA. • Working knowledge of Microsoft word, excel, outlook, PowerPoint, (or similar) • Ability to climb ladders, carry equipment, negotiate obstacles and uneven terrain to undertake investigations/sampling in the field. • Ability to work in unpleasant and difficult conditions and work outside in all weathers
Relevant Qualifications
Essential • GCSE or equivalent in Maths, English and a Science • IOA Certificate of Competence in Environmental Noise Monitoring (or willingness to obtain this qualification within a specified period) • Full driving licence Desirable • Other relevant qualifications suitable to the post e.g. science based degree or A levels in science subjects
Communication and Interpersonal Skills
Essential • Ability to establish a rapport with businesses and consumers in order to ensure effective outcomes • Ability to effectively manage confrontational situations