



Job Description

Job title	Senior Environmental Health Officer	Hours	37 hours <i>Flexible working options are available</i>
Department	Environmental Protection	Salary	SK15 - SK16 (£43,365-£45,768 per annum) This is a career graded post, starting salary depends on experience
Location	Mix of home and office-based working	Contract	Permanent

Main Job Purpose

The post holder will support the Community Safety Manager- to deliver a high performing regulatory Service for the Environmental Protection Team

The post holder will be part of a team delivering the council's environmental protection functions, including; the investigation of statutory nuisance complaints, pollution control, environmental permitting, contaminated land investigation, stray dogs, public health (including rodent infestations, filthy and verminous premises and drainage issues), public health funerals, drainage, noise measurement and commenting on planning and licensing applications.

The post-holder will be responsible for supervising the team and supporting the team to use all tools and powers at their disposal, working with partner agencies, where required. The post holder will also provide advice, guidance and technical and developmental support to the officers within the team.

This role is not politically restricted.

Responsible to the: Community Safety Manager

Main Statement of Responsibilities

Responsibilities allocated will be dependent on relevant knowledge and experience.

- Take a lead role in Environmental permitting, offering advice and training to other members of the team.
- Prepare and keep updated the Council's inspection strategy under Part IIA of the Environmental Protection Act 1990. Maintain the database of sites of potential concern, inspect land identified as potentially contaminated, review site investigation reports and assess proposed remediation strategies.
- Train and support less experienced officers to operate independently and to progress to the higher levels of responsibility within a specialist area.
- Take a lead role in the investigation of complex and/ or high-risk cases.



- Offer technical advice for air quality, contaminated land, and the investigation of statutory nuisances.
- Carry out interventions and inspections of premises and enforce a variety of EP legislation.
- Assist the Community Safety Manager in the monitoring of the stray dog collection service contracts.
- Working in line with the Council's Enforcement Policy and other relevant procedures, independently and with minimal supervision, undertake investigations into breaches of legislation, determine the most appropriate course of action, undertake PACE interviews, and prepare evidence, undertaking sampling, measurements and monitoring as required, issue notices, compile reports, case files and appear in Court or Tribunals on behalf of the Council.
- Give professional advice to a range of stakeholders, including Councilors, officers from wider Council service functions, members of the public, businesses etc. on the requirements of statutory provisions and technical advice on measures to implement these provisions.
- Fulfil the statutory consultee roles in respect of planning and licensing. Review applications, assess relevant impacts, make comments/recommendations, and attend planning and licensing committees/hearings where necessary.
- Organise, coordinate, and undertake project-based initiatives including the production of necessary documentation.
- Represent the service as required at internal and external meetings, committees and working groups.
- Take samples, undertake monitoring, and survey work as necessary across the range of environmental health functions.
- Provide advice on the full range of Environmental Health matters where appropriate.
- Provide cover where required and general assistance to the Community Safety Manager to ensure effective delivery of the service.
- Undertake such other duties of a comparable nature and level of responsibility as may be required from time to time by the Community Safety Manager / Head of Service - Public Protection.
- Take part in the Public Protection out of hours service dealing with a broad range of issues.
- Provide day to day supervision of the Officers within Environmental Protection monitoring workloads and ensuring team targets are met and support staff development.
- Organise and facilitate team meetings, arrange regular 1 – 1's, manage absence and authorise absence on iTrent.
- Assist the Community Safety Manager in developing service delivery, including the production and revision of policies and procedures, statistical returns, and registers.

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 – for grade SK15

Person Specification – for ALL applicants

Experience

All applicants must be able to demonstrate, by providing personal and specific examples on the application form in each of the areas listed below:

Please note all elements listed below are considered as essential (as is part of a career graded pathway).

1	Demonstrable experience for 5 years or more.	Essential
2	Evidence of training and or experience in some/all areas below: - Environmental permitting	Essential



	- Local air quality management - Acoustics and Noise Control - Contaminated land	
3	Experience of working in a supervisory role.	Desirable
Knowledge and Skills		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following skills listed below:		
4	Demonstrate excellent interpersonal and customer service skills	Essential
5	Experience of operating computer systems. e.g. Local Authority databases, Microsoft office	Essential
6	Ability to use own Initiative to undertake tasks and to recommend appropriate courses of action	Essential
7	Demonstrable ability to undertake complex case management and investigations	Essential
7	Knowledge of law and regulation associated with Environmental Health	Essential
8	Knowledge of enforcement procedures	Essential
9	In depth experience and detailed knowledge of dealing with enforcement issues and investigating complaints of breaches across a range of relevant legislation,	Essential
10	Current working knowledge of PACE, RIPA, Data Protection, GDPR and Safeguarding legislation.	Essential
11	Knowledge and experience of implementing appropriate codes of practice, guidance from appropriate Government Departments.	Essential
Qualifications		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following qualifications listed below:		
12	Successfully completed the relevant qualification and registered as a fully qualified Environmental Health Officer	Essential
13	Hold or willing to work towards Achievement of the Diploma in Acoustics and Noise Control Measurement (Institute of Acoustics).	Essential
14	Hold or be willing to work towards Achieve the Certification in Integrated Pollution, Prevention and Control (IPPC)	Essential
Personal Characteristics and Physical Attributes		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following personal characteristics and physical attributes listed below:		
15	Ability to work independently and as part of a team	Essential
16	Can do attitude and willingness to work outside normal office hours	Essential
17	Willingness to seek additional qualifications and knowledge	Essential
18	Flexible and proactive approach to work	Essential
19	Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments)	Essential
20	Current, valid driving licence and the provision of a vehicle for use at work	Essential



21	Ability to carry out the physical demands of the role, including the use of equipment to undertake inspections and sampling visits	Essential
22	Ability to work under own initiative and take personal responsibility for own work	Essential
23	Good interpersonal and communication skills	Essential
24	Ability to deal with potentially confrontational situations	Essential
25	Willing to work unsocial hours including evenings & weekends if required	Essential
26	Ability to lead and motivate a team.	Essential

Person Specification – for grades SK16

Applicants must be able to meet the previous essential criteria (1 – 26) AND the below:

Experience

27	Demonstrable experience as an Environmental Health Officer post qualification	Essential
28	Full attainment of the responsibilities and outcomes detailed in the job description.	Essential

Qualifications

29	Fully registered as an Environmental Health Practitioner (this includes successful completion of the EHP Portfolio and Professional Discussion).	Essential
30	Successful achievement of the Diploma in Acoustics and Noise Control Measurement (Institute of Acoustics).	Essential

Career Graded Post

The starting grade for the successful candidate will be based on their qualifications and experience and will be considered as part of the application and interview process. Applicants without the required qualifications or experience will commence at SK15 and if successful, be provided with an opportunity to gain these qualifications and experience in order to move to the next career grade. Progression through the grades will not be mandatory but would be preferred. Progress will be reviewed via one to ones and appraisals.

All candidates will need to meet the requirements of the experience, knowledge and skills, qualifications, personal characteristics, and physical attributes criteria within the first person specification section (1 – 26).

The Council are committed to providing support to the successful candidate should they wish to achieve the additional qualifications in line with its policies. This will be determined by the type of qualification achieved and the method chosen to achieve it.