SHARED REGULATORY SERVICES

THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Environmental Health Officer
POST NUMBER	:	**D-SRS-**
DEPARTMENT/DIRECTORATE	:	Shared Regulatory Services
DIVISION/SECTION	:	Environmental Protection and Licensing
LOCATION	:	Various locations within Bridgend, Cardiff and Vale of Glamorgan Council boundaries
POST GRADE	:	Grade 9
RESPONSIBLE TO	:	Team Manager Housing Enforcement and Pollution Control.
RESPONSIBLE FOR	:	
LIAISON	:	**Internal** • Other officers of the Service **External** • Other departments of Bridgend, Cardiff and the Vale of Glamorgan Councils • Other Local Authorities, including partner Authorities • Professional bodies,

including the TSI, CIEH and IOA
- Local, regional and national government departments, agencies and forums
- General Public
- Press/Media
- Stakeholders (e.g. Police, Health Service, Regional TS/ EH groups, Business Federations

MAJOR PURPOSE OF POST : To undertake the responsibilities which fall within the role of a Neighbourhood Services Officer in order to protect the health, safety and well-being of the public.
To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

The Shared Regulatory Service operates across the three partner Councils, Bridgend, Cardiff and the Vale of Glamorgan under a single management structure. The Service is primarily accountable to a Joint Committee of Elected Members but continues to serve the Licensing and Public Protection Committees of each partner council and in some instances each cabinet on corporate matters.

- To act as an authorised officer and enforce the Acts of Parliament, Orders, Rules, regulations and Statutory Instrument made thereunder and as assigned during and outside normal working hours

- To prioritise and investigate complaints and service requests and undertake inspections concerning matters which fall within the remit of Neighbourhood Services, including the investigation of Statutory Nuisance, the regulation and improvement of standards in the private rented sector, HMO Licensing, Environmental Permitting, Caravan Site Licensing, Pest Control Enforcement and related public health complaints. To take informal/formal action to resolve as necessary.

- Undertake planned visits and inspections of premises in accordance with work programmes to ensure that legislation is enforced and to manage a programme of inspections in keeping with the needs of the service.

- To investigate complex breaches of legislation and to prepare evidence and other material for the instigation of legal proceedings, including the service of statutory notices, and to give evidence in court, public enquiries and tribunals as appropriate

- Assist in the writing of strategies, policies and reports in accordance with scheme briefs agreed with Team Manager

- To conduct surveys and inspections of residential and/or commercial premises, prepare reports and take action to remedy breaches of legislation.

- To provide specialist advice to Planning and Licensing Committees in respect of the suitability of development proposals and licensing applications as required.

- To support and develop the services involvement in new initiatives, nationally and locally, in areas of work identified by the Team Manager.

- As agreed with the Team Manager, to develop an expertise and lead role in a discrete area of activity within Neighbourhood Services and to provide advice, support and assistance to teams on a regional basis.

- To provide professional advice and assistance to the public, other departments, professions and traders.

- To participate in the Service's out of hour's response arrangements (including emergency response arrangements) as and when directed

- To report without delay any safeguarding concerns to the appropriate safeguarding officer

- To maintain records of visits and action taken, together with inputting and updating, where appropriate, computerised records and maintaining public records.

- To undertake any other relevant duties assigned to the role either through legislative requirements or as allocated by the Neighbourhood Services Operational Manager.

- To maintain personal and professional development to meet the changing demands of the job and participate

General Duties

- **Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures**
- **To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties**
- **To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.**
- **To implement the principles of the Council's Environment Policy while carrying out the above duties.**
- **To report without delay any safeguarding concerns to the appropriate safeguarding officer.**
- **Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Head of Service from time to time.**

SIGNED: _____ DATED: _____
(Director/Head of service)

SIGNED: _____ DATED: _____
(Post holder)