



# Environmental Protection Officer

## Regulatory Services; Place, Economy & Environment

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

### **Purpose and impact:**

We are seeking an enthusiastic and self-motivated person to work as an Officer within the Environmental Protection Team at West Northants Council.

We promise a varied and interesting workload that includes managing a caseload of investigations, customer requests and enforcement referrals, in addition to advising on planning and licensing consultations. There is also the opportunity to improve and protect the quality of the environment including contaminated land, air and noise pollution.

The role can be based at any of our three locations, and flexible working will be supported. It will be expected that the successful candidate can attend the office or other locations as required from time to time.

### **Accountable to:**

The role sits within the Environmental Health Team as part of the wider Regulatory Services section of the Place, Economy and Environment Directorate in West Northamptonshire Council.



**West  
Northamptonshire  
Council**

## Responsibilities:

1. To carry out environmental protection duties and enforcement for environmental nuisance, environmental pollution (including air quality, pollution control, noise and contaminated land) and public health functions so that West Northamptonshire Council can fulfill its statutory obligations
2. Respond to service requests and investigate complaints in accordance with current law, procedures, policy and guidance; and within agreed timescales. Using problem solving skills make decisions and take enforcement action where appropriate.
3. Maintain up to date knowledge in one or more specialist disciplines (e.g. permitted processes, contaminated land, noise, nuisance) and provide professional advice to the public, elected members, planning, licensing and other teams.
4. Prosecuting breaches of environmental health, environmental protection and nuisance legislation including investigation, collecting evidence, case preparation and giving evidence in court.
5. Gather evidence in accordance with PACE and RIPA; conduct PACE interviews, prepare prosecution files, liaise with legal advisors and attend and give evidence in court in accordance with current law, policy and guidance.
6. To work with Regulatory Services, Housing, Public Health and Community Partnership Teams to ensure that West Northamptonshire Council's strategic objectives are met.
7. Maintain up to date records on databases and other systems ensuring that data protection, management, quality, sensitivity and confidentiality requirements are met. To handle and report any intelligence relevant to safeguarding or other duties and priorities to senior managers using the local authority mechanism for reporting.
8. Undertake monitoring, measurements, sampling and analysis, both programmed and responsive, in connection with environmental noise and other pollutants. Use sound recording and other monitoring equipment to carry out investigations; including set up, technical analysis, interpretation of data and the production of specialist technical reports. Maintain technical knowledge of equipment and analysis methodology as necessary.
9. Assist the Environmental Protection Manager by contributing to review, drafting and implementation of new and existing policy and procedures.
10. Use a range of enforcement tools (including persuasion and effective communication) to seek compliance, including verbal and written warnings; use of licence conditions and prior approval; formal notices and legal proceedings.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

<b>Skills and abilities:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Demonstrate excellent written and verbal communication skills in order to write letters, reports and emails to communicate with customers, elected members, officers and others as well as communicate verbally and in writing with the public	Essential	A, I
Able to use IT applications and update and use databases	Essential	A, T, I
Research and analyse complex work/cases to solve problems and make decisions	Essential	A, I
Able to write and prepare investigative reports, statements and prosecution case files	Essential	A, I
Full drivers licence and use of a vehicle to undertake duties of post	Essential	A, D
Ability to work in an agile way, to travel and work at different sites and as part of a team	Essential	A, I
Good organisational ability to manage case loads and priorities	Essential	A, I
Ability to deal calmly with difficult situations and people in confrontational situations	Essential	A, I
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	Essential	A, I
Fully understands their role in the context of safeguarding children, young people and vulnerable adults.	Essential	A, I
Able to occasionally work outside of office hours, including at weekends	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/T/I
Able to use noise and other monitoring equipment and be able to interpret results	Desirable	A, I
Able to investigate and interview in accordance with current enforcement guidance (PACE and other)	Desirable	A, I

<b>Knowledge:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Detailed in depth knowledge of relevant law, guidance, policy and procedures for specialist subject areas relevant to the post.	Essential	A, I, D
Knowledge of the Councils' priorities and how the team contributes	Essential	A, I
Knowledge of enforcement procedures, law and guidance including PACE and RIPA.	Desirable	A, I
Knowledge of other local authority services and their interaction with environmental protection.	Desirable	A, I
Knowledge of the better business programme and current government policy.	Desirable	A, I

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Experience which demonstrates enhancement and development of specialist environmental protection skills	Essential	A, I, D

Experience of prioritising; working to tight deadlines; and managing a case load	Essential	A, I
Experience of producing policies and procedures	Desirable	A, I
Experience of working in local government	Desirable	A, I, D
Experiencing of working with partners on multi agency operations	Desirable	A, I

<b>Education, training and work qualifications:</b>	Essential / Desirable	Measured by
Evidence of continuing professional development	Essential	A, I, D
Qualifications which demonstrate enhancement and development of specialist skills eg Diploma in Acoustics, or equivalent relevant experience	Essential	A, D
A Level or equivalent evidence	Essential	A, I, D
Relevant Degree or equivalent evidence	Desirable	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	Angel Square, Northampton
<b>Job family band:</b>	Band 7	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£38,234 to £40,778	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

## Working conditions & how we work:

We are open to discussions about flexible working, this role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.

<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

