



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: Environmental Protection Officer

Grade: 19-22 (£27,852 - £29,439) Bar 23-25 (£30,151 - £32,020)

Reports to: Team Leader (Environmental Protection)

Responsible for: N/A

Directorate and Service area: Regulatory Services – Environmental Health

### **Purpose of the job**

To provide an effective enforcement service, advise and give guidance on environmental health matters commensurate with the level of responsibility in particular relating to contaminated land, air quality, pollution prevention and control, energy efficiency promotion, complaints of statutory nuisance and anti-social behaviour and including research/projects as necessary reflecting the Council's priorities and service culture.

### **Principal responsibilities**

1. Carry out the Council's enforcement responsibilities under Public Health, Environmental Protection, Anti-Social Behaviour, Licensing or other appropriate legislation as determined by the Environmental Services Manager or Team Leader (Environmental Protection) in accordance with the Council's enforcement policies, practices and the Council's Scheme of Delegation.
2. Review planning applications and approval of condition applications with regard to environmental health impacts and respond appropriately to Development Control.
3. Review licensing and temporary event applications with regard to environmental health impacts and respond appropriately to the Licensing Officer.
4. Gather evidence for formal action; prepare evidence, reports and statements for presentation in Court/Committee/Tribunal and give evidence in Court/Committee/Tribunal.
5. Play an active role in working on projects with internal and external partners as appropriate to achieve service goals. This will include the planning and promotion of relevant issues or campaigns, including the delivery of talks to relevant bodies, exhibitions and displays at appropriate events.
6. Use Civica, Cadco (GIS) and other software to accurately record, prioritise and undertake work and contribute to projects/service goals .
7. Train colleagues & undertake training as required.
8. The post holder may from time to time be required to carry out other duties provided they are commensurate with the level of responsibility of the post.

## **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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.

## **Special features of the post**

Additional duties to allow progression beyond the bar

1. Take a technical lead role\* in one of the following areas for a minimum of 12 months: noise control, air quality management, contaminated land, anti-social behaviour, environmental permitting or other environmental protection subject **and**
2. Successful completion of a minimum of 3 of the below relevant qualifications or accredited courses:
  - CIEH Accredited Certificate in Integrated Pollution Prevention
  - 5-day / 5 module Contaminated Land Management (LQM)
  - Essentials of Local Air Quality Monitoring (EMAQ/MJAC)
  - Certificate of Competence in Environmental Noise Measurement (IOA)
  - BTEC in Environmental Health or equivalent.
  - BTEC in Restorative Practices

\*Technical lead role includes the ability to provide technical advice and guidance to colleagues and other parties, the ability to prepare and deliver internal training sessions and contribute to project work/service improvements in a technical capacity

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to A-level or equivalent standard	<p>CIEH Certificate in Integrated Pollution Prevention and Control</p> <p>5-day Contaminated Land Management (LQM)</p> <p>Essentials of Local Air Quality Monitoring (EMAQ/MJAC)</p> <p>Accredited IOA Certificate in Environmental Noise Monitoring or Acoustics and Noise Control Post Graduate Diploma</p>
Experience and Knowledge	<p>A minimum of 6 months experience of working within an Environmental Protection based regulatory role covering the range of legislation referred to in the job description</p> <p>Dealing with difficult and confrontational situations and vulnerable/distressed people</p>	<p>Providing technical advice and training to colleagues or other customers on the technical areas of Environmental Protection for more than 12 months</p> <p>Ability to make decisions on more complex situations without reference to a team leader</p>
Ability and Skills	<p>Ability to investigate in a methodical and logical manner with an attention to detail</p> <p>Ability to appraise options available, then choose and implement most appropriate option to resolve situations – problem solving</p>	<p>Giving evidence or presenting information in a legal setting, for example. Court or Council Committee</p> <p>Use of Civica Flare and GIS/CADCO</p> <p>Use of noise monitoring and noise recording equipment</p>

Attributes	Essential criteria	Desirable criteria
	<p>Effective verbal and written communication skills, especially in difficult and confrontational circumstances</p> <p>Able to write concise and informative reports, letters, statements and other documents in a notebook or using Microsoft office packages and computer databases</p> <p>Ability to work on own or part as a team, delivering a service within set deadlines to an appropriate standard</p> <p>Key legislation relating to environmental protection, public health, nuisance, antisocial behaviour and licensing</p> <p>Ability to interpret and apply legislation and guidance</p> <p>Spoken English fluency</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>You will be required to work outside of office hours according to service needs</p> <p>You will need access to a vehicle to use for work – the use of public transport is not possible due to the size and nature of the district</p> <p>A current driving licence is required in addition to business use insurance on your vehicle</p> <p>You may be required to use ladders or access platforms at height to be able to carry out the inspections required</p>	

Attributes	Essential criteria	Desirable criteria
	of industrial processes, although this is on an infrequent basis. In addition, you will be expected to be able to access construction or development sites as part of complaint investigation, enforcement or planning consultation.	