

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## Environmental Health Officer

Regulatory Services; Place, Economy, and 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 is about our people. People who thrive with ambition, bring innovative 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.



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## Purpose and impact:

To ensure that West Northamptonshire Council (the Council) fulfils its statutory obligations for Environmental Health including food safety/hygiene, occupational health & safety, environmental protection, environmental crime, and public health.

To be the lead technical expert on the provision of specialist environmental health advice to the public, businesses, elected members; planning, licensing, other teams, and other organisations to fulfil our statutory duties and discretionary services

To work with Regulatory Services to ensure that the Council strategic objectives are met.

## Accountable to:

This role is accountable to the Health Protection Manager or the Environmental Protection Manager. The role sits within the Health Protection & Business Support or Environmental Protection & Environmental Crime Team, Regulatory Services part of the Place, Economy, and Environment Directorate in West Northamptonshire Council.

## Responsibilities:

1. **Lead as a technical expert** in one or more environmental health discipline(s), such as environmental protection (noise, pollution, contaminated land, air quality), food safety (inspection, approvals, enforcement), health and safety (accident investigation, interventions, sports ground safety), and/or public health (outbreak control, safe water supplies). To draft, review and implement new and existing policies and procedures.
2. **Utilise enforcement tools and non-enforcement methods** such as effective negotiation to ensure compliance, including warnings, notices, legal proceedings, advising, and educating in line with the published enforcement policy.
3. **Lead on gathering evidence, conduct enforcement interviews, writing and taking witness statements, prepare prosecution files, support witnesses and give evidence in court** following legal protocols and interpretation of legislation. Maintain accurate records on management information systems, ensuring data protection and confidentiality. Report relevant intelligence to senior managers.
4. **As subject matter expert, perform complex and contentious tasks across environmental health disciplines** to meet statutory obligations, including food safety/hygiene, occupational health & safety, sports ground safety, private water supplies, environmental protection, environmental crime, and public health.
5. **Conduct expert monitoring, measurements, sampling, and analysis of complex data.** Use technical equipment with precision for investigations and produce accurate and evidence worthy technical reports.
6. **Respond to service requests, investigate complaints, and conduct inspections/interventions** within legal and policy guidelines and periods. Provide specialist and chargeable advice to businesses, service users, and the community and manage complex complaints and investigations effectively.
7. **Prioritise casework in line with service priorities**, ensuring that appropriate visits, interventions, sampling, evidence gathering and enforcement is taken in a timely manner, and outcomes are communicated to affected persons.

8. **Provide specialist environmental health technical advice on planning, licensing, and other consultations** related to noise, pollution, contaminated land, and public safety to Colleagues, Managers, Heads of Service, Directors, Members, Businesses, Consultants, and the Public.
9. **Support Regulatory Services business development** and seek opportunities for income generation.
10. **Engage in continuous professional development** and provide guidance, mentoring, and direction to team members while maintaining accurate records and reporting intelligence.
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 always taken 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.

Skills and abilities:	Essential / Desirable	Measured by
Excellent ability to collect (using sophisticated equipment), analyse, and objectively interpret data relating to often complex environmental health issues to create solutions.	E	A, I
Skilled in delivering clear, persuasive communications to businesses, the public, management, and elected officials. Ability to direct, motivate and appraise colleagues with less ability, customers, and stakeholders, and excels in negotiation and persuasion using evidence-based reasoned arguments.	E	A, I
Ability to employ proven research techniques to identify environmental health problems and find solutions in complex situations involving multiple factors using problem solving skills.	E	A, I
Able to use high-impact decision-making skills to make sound judgments based on evidence and best practices relating to complex and contentious issues. Such decisions need an authoritative standpoint as they can affect individuals, groups, and the enforcement of regulations.	E	A, I
Exceptional organisational skills to plan, prioritise, and manage workload effectively. Ensuring accuracy in inspections/interventions, record-keeping, and reporting.	E	A, I
Ability to utilise advanced investigative skills to conduct thorough inspections and investigations to identify potential hazards.	E	A, I
Able to adjust to new regulations, technologies, guidance, and methods in environmental health and be resourceful to achieve necessary outcomes across environmental health using transferable skills.	E	A, I
Apply teamwork skills to work effectively with colleagues, other professionals, and agencies to reach shared objectives. Also capable of working independently, using initiative and authority to address complex and escalated issues.	E	A, I
Ability to deal calmly, tactfully, and courteously with contentious situations and people in emotional situations and be able to manage elevated levels of work-related pressure.	E	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A, I

Knowledge:	Essential / Desirable	Measured by
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Comprehensive/advanced understanding and effective interpretation and application of environmental health laws, regulations, guidance, procedures, and policies.	E	A, I
Broad and detailed understanding of public health principles and practices, including disease prevention, health promotion, and epidemiology.	E	A, I
Comprehensive knowledge of how to assess and manage risks associated with environmental health hazards, including how to conduct risk assessments and implement mitigation strategies.	E	A, I
Knowledge of the Council's priorities and how environmental health work contributes to them.	D	A, I
Knowledge of the discretionary services that can be used to promote the health of the public.	D	A, I
Possesses strong business acumen and extensive experience with the Primary Authority Scheme.	D	A, I
Knowledge of other local authority services and their interaction with environmental health.	D	A, I

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Demonstrable experience of working within complex environmental health disciplines independently and advising, guiding, and checking work and/or training less experienced colleagues in line with their expert abilities.	E	A, I
Proven experience of using environmental health legislation to secure compliance.	E	A, I
Experience of using information technology systems and innovation to enable and improve service delivery.	E	A, I
Extended experience of prioritising/managing a case load and working to tight deadlines independently without the need to escalate issues to their manager on a regular basis.	E	A, I
Experience of working in local government	D	A, I
Experience of producing policies and procedures	D	A, I

<b>Education, training, and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Environmental Health degree or equivalent qualification	E	A, I, D
Registered with the Chartered Institute of Environmental Health or equivalent.	E	A, I, D
Working knowledge of the Police and Criminal Evidence Act 1984	E	A, I, D
Evidence of continuing professional development in Environmental Health.	E	A, I, D

Chartered Membership of the Chartered Institute of Environmental Health.	D	A, I, D
Full UK driving licence and access to a vehicle	E	A, I, D
Post graduate qualification(s) in specialist environmental health subject such as the MSc Food Safety, Hygiene and Management, PG Dip Acoustics and Noise Control, MSc Contaminated Land	D	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 per week	<b>Primary work base:</b>	Northampton
<b>Job family band:</b>	RT08	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£41,816 - £45,175	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

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, subject to business need, when not working from an office you will be working remotely (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 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.

