

North Northamptonshire Council

JOB DESCRIPTION

<u>DEPARTMENT</u> Environmental Health	<u>POST NO</u> :
<u>POST TITLE</u> : Environmental Protection Officer	<u>GRADE</u> : NNCSP18 - 21
<u>SUMMARY STATEMENT</u> : To provide relevant assistance with statutory enforcement, technical, advisory and other general duties in connection with environmental protection and public health functions of the Council.	
<u>WORKING RELATIONSHIPS</u> : <i>Responsible to:</i> Environmental Protection Manager <i>Responsible for:</i> None <u>CONTACTS:</u> <i>Internal:</i> All Officers within the Authority. To liaise and consult with other departments and colleagues to ensure that a consistent quality, customer orientated service is delivered. <i>External:</i> Customers and partners in the public and private sector. To liaise, as relevant with external regulatory bodies and other agencies, Councillors, Government Bodies, business organisations, other local authorities and persons of a professional nature with respect to environmental protection matters.	
<u>SPECIAL CIRCUMSTANCES</u> : Some out of office hours working may be required which is re-imbursed as time off in lieu.	

DETAILS OF MAIN DUTIES AND RESPONSIBILITIES

Main Duties/Responsibilities

To carry out duties under the general direction of the Environmental Protection Manager so as to ensure a high quality, efficient and effective service in the following areas:

1. To carry out investigations and to be responsive to customers' demands in connection with complaints of potential statutory nuisances as defined by Environmental Protection Act 1990 (e.g. noise, smoke, accumulations, keeping of animals)
2. To be responsible on a day-to-day basis for the supervision and maintenance of routine programs for monitoring air quality, environmental radiation, landfill gas and other related issues.
3. To carry out inspections and enforce the Pollution Prevention and Control Act provisions in respect of permitted industrial and commercial premises.
4. To liaise with the Police, housing associations and other agencies with respect to the ASB regime.
5. To provide technical support in the implementation of the Councils Contaminated Land Strategy.
6. To provide advice and comment in connection with the local environmental implications associated with planning applications including environmental noise, emissions to atmosphere and odour etc.
7. To carry out general public health issues including burial of the dead under the Public Health (Control of Diseases) Act 1984, accumulations, and filthy premises.
8. To assist with the investigation and remedy of defective drainage systems
9. To carry out duties in connection with the illegal encampment of travellers as prescribed by the Criminal Justice and Public Order Act
10. To provide assistance and guidance to the Dog Warden and pest contractor in resolving complaints and/or requests for service.
11. To assist in the Councils duties under the Animal Welfare Act 2006
12. To attend meetings as may be relevant to the duties of the post.
13. To liaise with officers in other departments, external agencies and customers in general and to provide advice and assistance where appropriate.
14. To prepare correspondence, maintain IT and manual records and technical reports and statements of evidence as may be relevant to the duties of the post.

Generic responsibilities:

1. Comply with the Council's duties in respect of equalities, health and safety, data protection, freedom of information, and other relevant statute.
2. Act as service representative on relevant working groups, as directed by the Head of Service.
3. Ensure that feedback from customers is relayed to the Head of Service.
4. Ensure that the website and intranet are kept up to date by providing information to Content Editors.
5. Ensure that newsworthy events and achievements within the post holder's remit are brought to the attention of the Manager.
6. Comply with agreed audit targets.
7. Comply with Financial Regulations in respect of making, and processing purchase orders, and dealing with goods received.
8. Comply with the Employee Code of Conduct and meet the requirements of the Council's core competencies.
9. Observe and continually promote equalities and customer care in compliance with Council policy and expectations.
10. Ensure that reasonable care is taken at all times for the health, safety, and welfare of you and other persons and to comply with the policies and procedures relating to health and safety.
11. Undertake learning and development as agreed in personal development reviews in order to meet service and individual targets.
12. Carry out other duties from time to time, provided they are within the general level of responsibility of the post and within the abilities of the post holder.