

Job Description and Person Specification

Job details

Job title: Environmental Health Officer

Grade: Level 1 £30,151 - £32,020

Level 2 £35,411 - £38,296

Level 3 £38,296 - £41,496

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 inspections of premises for which the Council is the enforcing authority under Environmental protection legislation in accordance with the Authority's programmes of inspections and service plans. Act as authorised officer to serve notices under Environmental Protection legislation and take other enforcement action as necessary including service of appropriate notices) subject to any training or experience required by guidance and codes of practice) and prosecutions.
2. 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.
3. Review planning applications and approval of condition applications with regard to environmental health impacts and respond appropriately to Development Control. 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. Attend Committees and other fora as required.
5. Will take a lead role in one or more of the team's ongoing activities / projects, developing an expertise in specific areas of work as agreed by the Team Leader. 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. Review and develop service policies and procedures including taking responsibility for policy documents and a specific subject area.
7. Train colleagues & undertake training as required. Provide support, advice and guidance to other officers, other services, other agencies, businesses and members of the public.
8. Engage at a policy and strategic level across the service, with other Authority services and other agencies where environmental health input is required.

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

This post is a career graded post and sits at three different levels.

Level one - Trainee EHP, working towards the successful completion of professional examinations to achieve CIEH Registration

Level two – Qualified EHP with CIEH Registration in place

Level three – Qualified EHP with CIEH Registration and Chartered CIEH status

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Level 1 - Hold a CIEH accredited qualification either BSc (Hons) or MSc in environmental health.</p> <p>Level 2 - As Level 1 + CIEH Registration and a full member of CIEH</p> <p>The postholder will be expected to achieve Chartered Status within 3 years of appointment</p> <p>Level 3 - As above + CIEH Chartered Status + Appropriate Environmental Protection related post graduate qualification</p>	<p>Appropriate Environmental Protection related post graduate qualification</p>
Experience and Knowledge	<p>Level 1 - Hold a CIEH accredited qualification in environmental health</p> <p>Level 2 – as above plus full member of CIEH</p> <p>Current experience in local authority environmental health team dealing with a wide range of environmental protection matters including enforcement experience.</p> <p>Knowledge of relevant Environmental protection related legislation.</p> <p>Knowledge of current Public Health priorities</p> <p>Level 3 – as level 2 plus CIEH Chartered Status</p>	<p>Level 1 - Experience of working in an Env Health Service.</p>

Attributes	Essential criteria	Desirable criteria
	<p>Chartered Status recognises an individual's breadth of knowledge and experience and it is expected that this will fundamentally underpin the officer's role within the team.</p> <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>	
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>Effective verbal and written communication skills, especially in difficult and confrontational circumstances. Able to produce clear concise and persuasive written reports and letters on complex issues</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>Good analytical skills and ability to produce and interpret statistical information</p> <p>Ability to work on own or part as a team, delivering a service within set deadlines to an appropriate standard</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>Self-motivating, self-managing and confident individual</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 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.</p>	