# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

Job title: Environmental Protection Officer – Environmental Protection

Grade: £38,220 - £40,777 per annum

Reports to: Team Leader – Environmental Protection

Responsible for: N/A

Directorate and Service area: Place and Economy, Regulatory Services

## 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, 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. To carry out investigations and to be responsive to customer 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 programmes. For monitoring air quality, 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, accumulations and filthy premises.

8. Review licensing and temporary event applications with regard to environmental health impacts and respond appropriately to the Licensing Officer.

9. Carry out an inspection programme in relation to the Licensing provisions of caravan sites. Take any necessary enforcement action, process applications, and ensure appropriate conditions are applied.

10. Undertake a water sampling programme of private water supplied. Collate and interpret results, take any enforcement action necessary and provide technical advice.

11. To assist in the Councils duties under the Animal Welfare Act 2006.

12. Attend internal and external meetings and training events and where appropriate cascade training and offer support to other officers.

13. Gather evidence for formal action; prepare evidence, reports and statements for presentation in Court/Committee/Tribunal and give evidence in Court/Committee/Tribunal.

14. Use software to accurately record, prioritise and undertake work and contribute to projects/service goals.

## Gneral 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. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. 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

**If there are any other special features of the job that need to be in the job description, please indicate them here.**

The post holder will be required to carry out programmed work outside of normal working hours and must be prepared to undertake unsocial hours duties without notice where risk to public health requires and intervention. Flexitime, time off in lieu and flexible working hours are available to assist where required.

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | * Educated to A-level or equivalent standard | * BTEC in Environmental Health or equivalent. * CIEH Certificate in Integrated Pollution Prevention and Control * 5-day/5 module Contaminated Land Management (LQM) * Essentials of Local Air Quality Monitoring (EMAQ/MJAC) * Accredited IOA Certificate of competence in Environmental Noise Measurement or Acoustics and Noise Control Post Graduate Diploma. * BTEC in restorative practices. |
| Experience and Knowledge | * 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. * Experience of enforcement activity including serving notices and prosecution * Experience of dealing with members of the public * Dealing with difficult and confrontational situations and vulnerable/distressed people | * Experience of obtaining, preparing and presenting evidence in court |
| Ability and Skills | * Excellent verbal communication and presentation skills * Able to produce clear and concise and persuasive written reports and letters * Able to demonstrate skills in planning and organising * Computer literate with experience of using management information systems * Ability to work as part of a team and manage own caseload * Self-motivated and able to work with minimum supervision | * Giving evidence or presenting information in a legal setting, for example. Court or Council Committee. * Use of noise monitoring and noise recording equipment. |
| Equal Opportunities | * Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | * You will be required to work outside of office hours according to service needs * 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 * A current driving licence is required in addition to business use insurance on your vehicle * 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. |  |