# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

Job title: Environmental Health Officer / Senior Environmental Protection Officer – Health Protection

Grade: £42,839 - £46,142 pro rata

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, noise control, statutory nuisance, anti-social behaviour, air quality, pollution prevention and control, licensing and complaints of statutory nuisance and including research as necessary reflecting the Council’s priorities and service culture.

## Principal responsibilities

1. Carry out the Council’s enforcement responsibilities under Public Health, Statutory Nuisance, Anti-Social Behaviour, Licensing or other appropriate legislation as determined by the Environmental Protection Manager or Team Leader (Environmental Protection) in accordance with the Council’s enforcement policies, practices and the Council’s Scheme of Delegation.
2. Take a technical lead role in one of the following areas: noise control, air quality management, contaminated land, anti-social behaviour, environmental permitting or other environmental protection subject. 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.
3. 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).
4. Review planning applications and approval of condition applications with regard to environmental health impacts and respond appropriately to Development Control.
5. Review licensing and temporary event applications with regard to environmental health impacts and respond appropriately to the Licensing Officer.
6. To assist the Team Leader (Environmental Protection) in the assessment and management of noise from major entertainment events, including representing the team on Safety Advisory Groups.
7. To carry out inspections and deal with applications and any other duties as required for the full range of premises under the Pollution Prevention and Control Act 1999, as required by the Team Leader (Environmental Protection).
8. To assist the Team Leader (Environmental Protection) in ensuring that the Council complies with its duties under Part IIA of the Environmental Protection Act 1990 regarding land contamination, including assisting in the development, review and implementation of the Council’s Contaminated Land Strategy.
9. To assist the Team Leader (Environmental Protection) in co-ordinating the development, implementation and maintenance of a strategy for the review of local air quality. Provide information and guidance on the Council’s air quality to others as appropriate.
10. 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.
11. Undertake a water sampling programme of private water supplied. Collate and interpret results, take any enforcement action necessary and provide technical advice.
12. Play an active role in leading and working on projects, with internal and external partners as necessary, 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.
13. Use software to accurately record, prioritise and undertake work and contribute to projects/service goals.
14. Analyse and interpret statistical data for the purposes and determining observations, making recommendations and / or carrying out actions.
15. Train and assist colleagues across the service area or those required by the Team Leader (Environmental Protection).
16. Provide cover for the Team Leader (Environmental Protection) as appropriate.

## 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. 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 – EHO/SHPO

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | * Degree in Environmental Health or Environmental Science or an equivalent qualification. * Should hold at least one of the following or equivalent:   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 in competence in Environmental Noise Measurement or Acoustics and Noise Control Post Graduate Diploma.  BTEC in Restorative Practices | * Registration with the Environmental Health Registration Board or Chartered Institute of Environmental Health. |
| Experience and Knowledge | * Wide experience in the field of Environmental Protection sufficient to take a technical lead role in one of the elements of the service provision. * Experience of a wide range of enforcement activity including serving notices and prosecution * Experience of dealing with members of the public | * 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 |  |
| 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. |  |