# Job Description and Person Specification

## Job details

Job title: Environmental Protection Officer

Grade: CBCSCP26

Reports to: Environmental Protection Manager

Responsible for: None

Directorate and Service area: Place and Economy, Regulatory Services

## Purpose of the job

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.

## 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), defective drainage systems and vermin.
2. Undertake duties in order to allow fulfilment of the Council’s statutory requirements regarding Air Quality.
3. Respond to requests for environmental land searches / enquiries.
4. Produce and update permits of processes under Pollution Prevention and Control Act 1999, undertaking all duties associated with such and in the inspection and enforcement of those processes.
5. Investigate the potential for contaminated land, utilising enforcement powers for remediation as appropriate.
6. Respond to planning application consultations, with particular reference to issues of contaminated land, noise and air quality.
7. Assume responsibility for the storage, maintenance and usage of equipment used in relation to the above work.
8. Carry out administrative duties associated with the above work, including Information Technology development and record keeping .
9. Represent the Council at meetings, to include contact with Senior Officers of other local authorities and external organisations.
10. Assist in the training and development of departmental staff.

## 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

The nature of the work will necessitate the postholder carrying out occasional duties outside normal office hours.

This post is a career-graded post – please see the below criteria for progression through the grade. Appointment on a grade and progression through the grades thereafter is dependent on minimum entry requirements **plus**:

* **SO1**
* A good, overall standard of education including a level 5 qualification/HND/Degree preferably in an environmental science related subject and/or a minimum of 2 years’ experience working in an environmental health environment.
* **SO2**
* A good, overall standard of education including a level 5 qualification/HND/Degree preferably in an environmental science related subject and/or a minimum of 3 years’ experience working in an environmental health environment.
* Experience of (Integrated) Pollution Prevention Control
* Experience of contaminated land assessment and remediation

Appointment to a grade and spinal point within a grade is dependent upon the qualifications/experience offered by the candidate. Progression through the grades is dependent on satisfying all the criteria stated and maintaining satisfactory performance in post. Progression is by annual increment within and across grades.

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | * A good, overall standard of education including a level 5 qualification/HND/Degree preferably in an environmental science related subject, or 2 years equivalent experience
 | * Post-graduate qualification in related subject area
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| Experience and Knowledge | * Minimum of 1 years’ experience in a similar environment
* Demonstrable experience in undertaking detailed inspections and surveys.
* Demonstrable experience of using different ICT systems, especially Microsoft Office.
 | * Experience of (Integrated) Pollution Prevention Control
* Experience of contaminated land assessment and remediation
* Knowledge of operating practices in similar fields
* Knowledge of criminal/enforcement procedures
* Experience of using Uniform database
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| Ability and Skills | * Open approach and flexible attitude
* Ability and willingness to travel around the borough, including at short notice.
* Ability to work unsupervised under own initiative
* Demonstrable evidence of;
* negotiation skills, to enable the post holder to achieve the best resolution for all parties when non-compliance is found
* problem solving skills.
* ability to interact with customers, partners and members with tact, sensitivity and confidentiality.
* knowledge of the principles of good customer service.
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| Equal Opportunities | * Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs.
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