

JOB PROFILE

Post No.	50321,50329,50410 - 50414
Post Title:	Environmental Health Officer
Unit/Team:	Environmental Health and Community Safety.
Grade:	Grade F
Service:	Regulation and Safety
Reports to:	Team Leader.
Issue Date:	June 2022

PURPOSE OF THE JOB

To investigate complaints, respond to requests for service and enquiries and to carry out inspections, enforce legislation where appropriate, to provide relevant specialist expertise, contribute to the strategic objectives and priorities of the Council in relation to the Boroughs clean green and safe corporate objective.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Investigation of complaints / nuisances/accidents and other environmental health matters, as required by the Team Leader, Environmental Health and Community Safety Manager and Chief Officer for Regulation and Safety.
- 1.2 Undertaking of a variety of inspections and surveys, covering one or more specialist functions within Regulatory Services, such as Food, Pollution, Housing or Health and Safety, Environmental Crime, Nuisance and Anti Social Behaviour.
- 1.3 Take regulatory/enforcement action, as appropriate, to ensure compliance with statutory duties in accordance with the policies and practices of the Council.
- 1.4 To assist in all activities of Regulatory Services as required by Team Leader, Environmental Health and Community Safety Manager and Chief Officer for Regulation and Safety.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 To provide advice, guidance as required to members of the public, Members, external Agencies and others.
- 2.2 Collect, prepare and maintain information, records, and statistical data required using Civica APP (Flare) performance management software or other appropriate software.

- 2.3 Download data from external websites, such as accidents on RIDDOR database, on HSE extranet. Upload data to government websites, such as gypsy count, HSE data, IPPC return, private water supplies return, LAEMS and National food hygiene rating scheme, when requested.
- 2.4 The preparation of evidence in accordance with the Police and Criminal Evidence Act and making recommendations for legal action. Act as witness for the Council at Court, Tribunals or when applying for warrants, orders, etc.
- 2.5 Represent the Council in its dealings with outside agencies, other local authorities, regional and central government departments as required by Team Leader, Environmental Health and Community Safety Manager and Chief Officer for Regulation and Safety.
- 2.6 In conjunction with the relevant Team Leader, coordinates responses to Planning, Licensing and other consultation requests.
- 2.7 To contribute to strategies and action plans for Regulation and Safety, as may be required and involving consultation and partnership working as necessary.
- 2.8 Assess new environmental health legislation, codes of practice, consultation documents, guidance notes and other documents, and prepare reports and presentations on their implications.
- 2.9 Be aware of Health and Safety Legislation, and so far as is reasonably practicable, ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety Policy.
- 2.10 Plan and participate in health promotion, education programmes and initiatives as may be appropriate, including presentations, displays and campaigns.
- 2.11 Any other reasonable duties as required by the relevant Team Leader, Environmental Health and Community Safety Manager and Chief Officer for Regulation and Safety, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None, but the professional qualification may result in the officer being asked to deputise for some responsibilities for the Team Leaders, e.g. to cover for annual leave or attend meetings in absence of team leader. Give general support to students and less experienced team members and other colleagues.

4. FINANCIAL RESPONSIBILITIES

- 4.1 Raising requisitions for goods and services. Sending out purchase orders once approved.
- 4.2. To ensure that invoice requests are sent to sundry income for invoices to be raised, for various fees. e.g. IPPC permits, HMO licences, Skin piercing registrations.

- 4.3. To collate fees for work in default, and ensure invoice request are raised for costs or charge put on property.
- 4.4. To collate cost details for legal investigations and forward them to legal, to recover as court costs.

5. RESPONSIBILITY FOR ASSETS AND DATA (Eg Equipment, Vehicles, Supplies, Databases)

- 5.1. To be responsible for equipment issued to officer, such as cameras, briefcases, thermometers, mobile phones, and any other equipment such as noise monitoring equipment, lap top computers or tablet computers. To ensure that it is kept safe, and not left at external premises. To advise the team leader, if any equipment is lost, broken or stolen.
- 5.2 To be responsible for any controlled stationary issued, such as pocket books and FPN books.
- 5.3 To ensure that any data is kept secure and that the minimum quantity of personal data is taken out of the office, to undertake the task.

6. EXTENT OF PUBLIC CONTACT

Extensive public contact, with all types of customer (internal and external), and the public.

Extensive work with other agencies, including the County Council, Fire Authority, Police.

Partnership working with landlords groups, and other relevant groups.

7. WORKING CONDITIONS AND ENVIRONMENT

- Office-based with some out of office visits and inspections, and working with other local authorities, agencies, the general public and industry.
- Flexible working hours between 8 am and 6 pm, Monday to Friday.
- There is a requirement for some work outside normal office hours e.g. evenings and weekends
- A full current driving licence is essential for this post.
- Some work will be in adverse or unpleasant environments.
- Hybrid working is available for this role

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity

Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Other policies and documents may be introduced at times setting out rules of the Council.

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Environmental Health Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
EHORB or working towards this registration or equivalent	E	
Understanding of how to use intelligence to solve problems and address community concerns	E	
Experience of using enforcement powers in an appropriate and relevant discipline	E	
High Standard of IT competence and advanced communication skill	E	
Experience of enforcement investigations and implementing a range of enforcement interventions	E	
An ability to deal effectively with irate members of the public and other customers	E	
Ability to assimilate complex and conflicting information in order to make sound judgements and recommendations	E	
An ability to produce accurate and concise records, letters, and reports which can be understood by variety of audiences	E	
Ability to prioritise workloads and meet deadlines, with minimum supervision.	E	
A full current driving licence to drive motor vehicles.	E	
Experience of working as a part of a multi disciplinary team to solve problems and address community concerns	D	
Commitment to continuous improvement, innovation and the creation of mutually supportive team working environments	D	
Certificate of Professional Competence (APC)	D	
Experience of carrying out covert and overt surveillance and evidence gathering	D	
Experience of using monitoring equipment or similar	D	
Experience of acting as a witness in criminal proceedings	D	
An appropriate qualification in one or more appropriate discipline	D	

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D