

**JOB PROFILE**

<b>Post No.</b>	50322 – 50325, 50417 - 50418
<b>Post Title:</b>	Environmental Protection Officer
<b>Unit/Team:</b>	Environmental Health and Community Safety
<b>Grade:</b>	Grade E
<b>Service:</b>	Regulation and Safety
<b>Reports to:</b>	Environmental Health Team Leader
<b>Issue Date:</b>	March 2023

**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 Corporate Values Framework, “Can Do”.

**1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 To investigate complaints and service requests about a range of environmental matters including the preparation of all relevant and appropriate documentation and making recommendations in relation to enforcement action.
- 1.2 To undertake enforcement activities involving the issue of fixed penalty notices and similar alternative enforcement actions.
- 1.3 To carry out inspections, surveys, undertake monitoring and/ or surveillance and provide reports and information.
- 1.4 Support the Team Leader in the delivery of effective systems and enforcement practices in relation to a range services relating to Environmental Protection, Public Health and other related disciplines.
  - Some specific examples for the Neighbourhoods Services section of the team include: housing enforcement, Gypsy & Travellers and caravan site licensing enforcement, nuisance, environmental crime, community safety & anti-social behaviour, drains & sewers, and pest control. (This is not an exhaustive list and will vary over time)
  - Some specific examples for the Commercial Services section of the Team include: food safety, health & safety, pollution control, planning, contaminated land, commercial waste and noise issues – applications and nuisances. (This is not an exhaustive list and will vary over time).

## **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 To undertake investigations in respect of the range of services delivered by the respective section of the team. The exact mixture of service areas covered by a specific post holder will be determined by the principal officer and/or unit manager.
- 2.2 There is an expectation that the postholder will be flexible and may be required to be interchanged between the Commercial section and the Neighbourhoods section. This need will vary over time based on service needs and an individual's abilities, skills and qualifications.
- 2.3 To provide specialist support and assist the other disciplines with the Regulation and Safety and beyond as is appropriate.
- 2.4 Assess new environmental legislation, codes of practice, consultation documents, guidance notes etc. and prepare reports and presentations on their implications, as necessary.
- 2.5 The preparation of evidence in accordance with the Police and Criminal Evidence Act, RIPA, CPIA and making recommendations for legal action.
- 2.6 To provide advice, guidance as required to members of the public, councillors, external Agencies and others.
- 2.7 Collect, prepare and maintain information, records, and statistical data required using an electronic database, performance management system or other appropriate software.
- 2.8 To contribute to strategies and action plans for Environmental Health and Community Safety Team, as may be required and involving consultation and partnership working as necessary.
- 2.10 Represent the Council in its dealing with outside agencies, other local authorities and central government departments as required by the Environmental Health and Community Safety Manager and Chief Officer for Regulation and Safety.
- 2.11 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.
- 2.12 Plan and participate in health promotion, education programmes and initiatives as may be appropriate, including presentations, displays and campaigns.
- 2.13 Any other reasonable duties as requested by your manager, in line with you skills and knowledge.

## **3. SUPERVISORY RESPONSIBILITIES**

No specific supervisory responsibility. 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**

- 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 principal officer and/or unit manager, 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.

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 an occasional need to 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

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 Protection 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
Experience of working as a part of a multi disciplinary team to solve problems and address community concerns	E	A
Understanding of how to use intelligence to solve problems and address community concerns	E	A,I
Experience of using enforcement powers in an appropriate and relevant discipline	E	A
Commitment to continuous improvement, innovation and the creation of mutually supportive team working environments	E	A,I
High Standard of IT competence and advanced communication skill	E	A,I
Experience of leading enforcement investigations and implementing a range of enforcement interventions	E	A
An ability to deal effectively with irate members of the public and other customers	E	A,I
Ability to assimilate complex and conflicting information in order to make sound judgements and recommendations	E	A,I
An ability to produce accurate and concise records, letters, and reports which can be understood by variety of audiences	E	A
Ability to prioritise workloads and meet deadlines, with minimum supervision.	E	A
Full valid driving licence	E	D
A commitment to work within our CAN DO values	E	A, I
Experience of carrying out covert and overt surveillance and evidence gathering	D	A
Experience of using monitoring equipment or similar	D	A
Relevant ICT qualification e.g. CLAIT	D	A
Experience of acting as a witness in criminal proceedings	D	A
An appropriate qualification in one or more appropriate discipline	D	A

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T

References	R
Documentary – eg certificates	D