



JOB PROFILE

SERVICE AREA	Environmental Health & Licensing
JOB TITLE	Environmental Health Officer
POST NUMBER	
GRADE	G
RESPONSIBLE TO	Gavin Dennett Environmental Health & Licensing Manager David Carter Environmental Health Manager
KEY LIAISON WITH	Customers, Members, other Council services, Police and other external partner organisations
JOB PURPOSE	To carry out the duties of an Environmental Health Officer imposed by statute and including such other Environmental Health functions as may be required under the direction of the Environmental Health & Licensing Manager, fulfilling this role within the framework of service objectives, the Council's corporate objectives and policies and any legal requirements.
JOB PROFILE LAST REVIEWED	September 2019

KEY CORPORATE ACCOUNTABILITIES

1. To work with colleagues to achieve service plan objectives/targets.
2. To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs
3. To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
4. To ensure full compliance with the Health and Safety at Work etc. Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.
5. To fully understand and be aware of the commitment to Section 17 duty of the Crime and Disorder Act 1998 to prevent crime and disorder.
6. At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described



KEY CORPORATE ACCOUNTABILITIES

above.

KEY SERVICE-RELATED ACCOUNTABILITIES

1. To execute a personal caseload across the range of environmental health disciplines of the Service to ensure customer satisfaction and compliance with Service policies, procedures and performance indicators.
2. To be responsible for responding to consultations, carrying out visits and inspections, and taking enforcement action including preparing and issuing formal notices, statutory letters and documents and gathering and presenting evidence in court.
3. To be responsible for monitoring and updating information systems and producing reports and statistical information as required.
4. To provide cover to the Council's Dog Warden, in the absence of the postholder, to collect stray dogs reported to the Council within normal working hours and to transport animals to the appointed kennels. Suitable training and use of the Dog Warden's vehicle for this purpose will be provided.
5. To carry out such tests and examinations, including the taking of samples and other evidence and submit such to the appropriate place or person for analysis and report, as is necessary to carry out the proper functions of the postholder.
6. Management and development of Technical Assistant, students and work placements as appropriate.
7. Undertake dynamic risk assessments in accordance with the Health and Safety at Work Act 1974 when carrying out high risk activities or in high risk locations.
8. To liaise with others internally and externally, provide professional advice, support and reports to senior management and attend internal and external meetings as necessary. This includes leading and implementing various projects as directed by the Head of Environmental Health & Licensing.
9. To advise, help and provide information as appropriate in response to members of the public, Councillors, businesses, organisations, other Council services etc. and to liaise with other local authorities, government bodies or similar organisations on matters relating to Environmental Health. This may include producing press releases,



editorials and web publications.

10. To act as consultees in an expert capacity for various functions such as planning applications, license applications and consultations etc. and approve submitted documents/reports by forecasting potential risks prior to permissions being granted.
11. As directed by the Head of Environmental Health & Licensing to attend such Agenda, Briefing and Council Committees and other meetings, and to prepare and present reports and provide recommendations to Members and senior officers on policy and operational matters.
12. To prepare and take part in any training scheme, careers programme, talk, lecture or other educational or informative session as may be required for staff, visitors, the general public or local interest groups, companies, institutions or the Council's Committee Members.
13. To prepare statements, proofs of evidence and other such information in relation to court proceedings or Public Enquiries and to attend and present evidence as may be required.
14. To maintain all written records, premises data and other information, including the use of operational computer databases as required relating to the work of the Service.
15. To assist in the training of any trainee, Environmental Health Officer or other personnel as directed.
16. To keep abreast of all new developments with regard to a specialist area of environmental health as designated by the Environmental Health & Licensing Manager including new legislation, journals, papers and Codes of Practice. To attend relevant seminars and Essex Environmental Health Managers' specialist groups and maintain Continuing Professional Development (CPD) standards as required by appropriate professional bodies. To provide advice and training with regard to the foregoing to all other personnel within the Service.
17. To participate in the One2One performance review process and undertake any training and development in support of your role, as required.
18. Undertake such other duties as may be reasonably required within this post to support the operational needs of the service area and Council, including maintaining business continuity and during any civil emergencies.



19. Be prepared to work out of normal office hours including Sundays and Bank holidays to fulfil the Service requirements and exigencies of the Service.

Pollution & Private Sector Housing Team functions

20. To inspect houses in accordance with legislative requirements currently in force. Prepare reports, schedules of improvement, costings where appropriate and implementing works.
21. To carry out other duties as required by relevant housing legislation, Building Act 1984, Local Gov & Misc. Provisions Act, Public Health Acts, the Environmental Protection Act 1990 and enforcing smoke free legislation under the Health Act 2006.
22. To license Houses in Multiple Occupation that meet licensing requirements and to carry out appropriate inspections and enforcement as necessary.
23. To investigate complaints relating to Statutory Nuisances as defined in the Environmental Protection Act 1990 and other relevant legislation. Interpret such legislation to enable the Local Authority to implement its published enforcement policy.
24. To assist with Dog Warden services as necessary in the absence of the Council's Dog Warden to deal with the collection of stray dogs reported to the Council and delivery to the appointed kennels. Additional training will be provided where appropriate to undertake these duties.
25. To carry out air quality monitoring as necessary, interpret technical reports and advise developers of limitations and controls.
26. To enforce the requirements of Part I, Part II, Part IV and Part VIII of the Environmental Protection Act 1990.
27. To carry out noise monitoring as necessary, interpret measurements and advise licensed premises, businesses, industries and developers of limitations and controls as well as enforcement when necessary.
28. To enforce relevant parts of the Clean Air Acts and Control of Pollution Act 1974. This will include agreeing specifications for work involving major development schemes, noisy late-night emergency works and road improvements.



29. To action contaminated land enquiries. This will include assessing specialist consultant's laboratory reports, deciding on remediation work and determining end use classification.
30. To inspect permitted processes and take appropriate action in line with the Services enforcement policies.



PERSON SPECIFICATION

JOB TITLE:

DEPARTMENT:

Information for Applicants: The Person Specification provides an outline of the experience, skills and abilities we expect the Successful Applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. **Disabled people will be offered an interview where they meet the Essential Criteria alone**

Method of Testing

1 = Application Form 2 = Interview 3 = Assessment Tests

Weighting of Criterion

1 = Low Importance 2 = Medium Importance 3 = High Importance

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
1. Skills and Abilities – Essential		
<ul style="list-style-type: none">• Excellent verbal communication skills and interpersonal skills needed to secure compliance through education, discussion and persuasion and to address management meetings etc.	1,2	3
<ul style="list-style-type: none">• Good writing skills with the ability to produce high quality reports, letters, permits, statements etc.	1,2,3	3
<ul style="list-style-type: none">• Capable of presenting information clearly to meetings of small to medium sized groups.	1,2	2
<ul style="list-style-type: none">• Capable of effectively organising and prioritising your own workload and that of officers assigned to assist you in carrying out the Environmental Protection function.	1,2	3
<ul style="list-style-type: none">• Ability to analyse and administer complex and sensitive and confidential information whilst complying with all legislation relevant to the Councils use and storage of such data.	1	3
<ul style="list-style-type: none">• Effective project management e.g. execution of initiatives and promotional activities designed to enhance compliance with environmental protection legislation and standards.	1,2	2
<ul style="list-style-type: none">• Capable of interpreting and analysing numerical data	1	3



<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
<ul style="list-style-type: none"> Competent in using Microsoft office software, e.g. Word, Excel and Outlook email. 	1	2
<ul style="list-style-type: none"> Ability to use PC virtual desktops, mobile working methods and technology. 	1,2	2
1. Skills and Abilities – Desirable		
<ul style="list-style-type: none"> Familiar with the use of the Uniform database for the recording of Environmental Health work. 	1,2	2
<ul style="list-style-type: none"> Familiar with using GIS mapping and Land registry searches 	1,2	2
2. Special Knowledge – Essential		
<ul style="list-style-type: none"> A sound understanding of the legal practice and procedures relating to Environmental Protection and public health. 	1,2	3
<ul style="list-style-type: none"> A working knowledge of the law relating to statutory nuisances. 	1,2	3
<ul style="list-style-type: none"> Knowledge of Environmental Protection standards 	1,2	3
<ul style="list-style-type: none"> Have experience of effectively using a sound level meter, analysing recorded data and its appropriate feedback 	1,2	2
<ul style="list-style-type: none"> A working knowledge of EH Housing legislation and HHSRS 	1,2	3
<ul style="list-style-type: none"> A working knowledge of Environmental Enforcement legislation 	1,2	3
2. Special Knowledge – Desirable		
<ul style="list-style-type: none"> Knowledge of the regime governing Air Quality. 	1,2	1
<ul style="list-style-type: none"> Knowledge of the regime governing Contaminated Land. 	1,2	1
<ul style="list-style-type: none"> Further specialist knowledge of acoustics and its use in the EP intervention area - IOA diploma etc 	1,2	2
3. Experience – Essential		
<ul style="list-style-type: none"> Experience of investigating nuisance complaints from industrial, trade, commercial and domestic premises. 	1,2	2



<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
<ul style="list-style-type: none"> • Experience of interpreting and applying complex technical standards and regulations in regard to consultations for Planning and Licensing Applications 	1,2	2
<ul style="list-style-type: none"> • Experience of resolving complaints relating to statutory nuisances and public health. 	1,2	2
3. Experience – Desirable		
<ul style="list-style-type: none"> • Experience in devising procedures for the delivery of an Environmental Protection service 	1,2	2
<ul style="list-style-type: none"> • Understanding of LA Environmental Enforcement legislation 	1,2	2
4. Other Requirements – Essential		
<ul style="list-style-type: none"> • Applicants must be able to demonstrate a proven record of experience within EP intervention area 	1,2	3
<ul style="list-style-type: none"> • Ability to be mobile around the Borough. 	1,2	3
<ul style="list-style-type: none"> • Must actively participate in the investigation of complaints out of normal office hours when required. 	1,2	3
4. Other Requirements – Desirable		
5. Equality – Essential		
<ul style="list-style-type: none"> • Acceptance of the Council's values concerning equality of opportunity both in terms of customer service and employment 	1,2	3
5. Equality – Desirable		