Place Directorate

Job Description

Post: Environmental Protection Officer
Salary/Grade: GR5
Division: Regulation & Enforcement
Section: Environmental Health

1. Job Purpose

To inspect premises and land, carry out investigations, respond to requests for assistance and enforce relevant statutory provisions in accordance with delegated powers, aimed at protecting and improving public health and the environment.

2. Duties & Responsibilities

2.1 To carry out inspections, enforcement activities, investigations, exercises, surveillance, respond to requests for assistance, education and monitoring duties. These responsibilities will include some or all of the following:

- Nuisance control (including all statutory nuisance), pest control, drainage, offensive accumulations, waste management and environmental crime.
- Food hygiene and food standards inspections, emergency prohibition closures, food complaints, food and water sampling and infectious disease control.
- Environmental pollution control relating to the atmosphere, water, land and noise (including all permitted processes).
- Provision of consultation on planning and licensed premises applications and variations.
- Licensing and registration inspections.
- Health and safety at work inspections, complaints and investigation of work related accidents.
- Animal welfare
- Eviction of unauthorised encampers from Council-owned land and related matters.
• To take civil enforcement action to secure improvements as appropriate in line with the priorities of the city council.

General responsibilities

2.2 To cover for the Operations Manager during absence.

2.3 To prepare reports, and attend Committee meetings, working parties and outside organisational meetings as required.

2.4 Under the direction of the Operations Manager provide advice and guidance to other sections, Directorates, government departments, the EU and outside organisations.

2.5 To make and keep such records of requests for assistance, inspections and actions taken, as maybe required and to maintain accurate records of work carried out on the Division’s computer systems.

2.6 To prepare reports, provide data and statistics on work undertaken, and deal with day to day correspondence.

2.7 To meet individual work programmes and targets.

2.8 To generate new initiatives and be involved, with the appropriate Operations Manager, in media coverage as required.

2.9 To act as a statutory or non-statutory consultee as required.

2.10 To assist in the implementation of new technology.

2.11 Contribute to the City Council’s Sustainability Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in a sustainable way.

Quality

2.12 To comply with the provisions of the Division’s quality procedures and participate in the Division’s Quality management systems including carrying out audits, attendance at meetings and consideration and preparation of documentation as required.

2.13 To comply with all procedures that ensure standardisation and consistency of inspections and enforcement in accordance with legislation, codes of practice, government guidance.

Enforcement and Operational Matters

2.14 To comply with the Division’s enforcement policy.

2.15 To act as an enforcement officer in accordance with the delegated powers and for that purpose to prepare, sign, serve and enforce statutory notices and legislation. To take evidence, prepare prosecution files and attend court as necessary, and to represent the Council at court in civil cases. Competency within the function(s) delivered is an essential requirement.
2.16 To carry out short term special projects or tasks as may be assigned.
2.17 Will be required to assist in responding to emergency incidents as necessary.

Health and Safety
2.18 Comply with the City Council’s health and safety policies
2.19 Follow safe working practices and assist in the maintenance of good housekeeping
practices in order to achieve a safe and healthy working environment.
2.20 To contribute to the review and preparation of relevant risk assessments.

Training
2.21 To assist in the organisation and delivery of training as appropriate.
2.22 To assist in the training of students and staff.
2.23 To undertake training as required.

Contacts
2.24 Elected members, officers from this and other local authorities; representatives of
local communities, voluntary organisations, members of the public and outside
bodies.

Special/Physical Conditions
2.25 May be required to work outside of office hours.
2.26 Able to drive and holder of current, full and valid driving licence.
2.27 To work from any administrative centre in the City to meet the operational needs of
the organisation.
2.28 May be required to travel nationally.
2.29 May be required to undergo audiometry tests every two years.
2.30 Able to lift inspection chamber covers in line with appropriate training.
2.31 May be required to climb heights in line with appropriate training.

Additional
2.32 To carry out other duties as may be required commensurate with the post.

3. Supervision Received
3.1 Supervising Officer Job Title
Environmental Health Operations Manager
3.2 Level of Supervision
Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

   Student Environmental Health Officers (as and when appointed)

5. **Special Conditions**

   Observance of the *City Council’s Equal Opportunities Policy* will be required.
Place Directorate  
Person Specification

**Post:** Environmental Protection Officer  
**Grade:** GR5

**Division:** Regulation & Enforcement  
**Section:** Environmental Health

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
<td>Degree or Diploma qualification in Environmental Health or a relevant science</td>
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<td><strong>NB:</strong> Full regard must be paid to overseas qualifications.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Knowledge and experience of the regulatory and policy framework surrounding a range of aspects of environmental protection, including environmental permitting, contaminated land, air quality and statutory nuisance, along with its application e.g. issuing permits, routine inspections, carrying out enforcement, dealing with complaints and encompassing governance.</td>
<td>AF &amp; I</td>
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<td>(Relevant work and other experience)</td>
<td>Specific knowledge and experience of EITHER assessing the environmental merits of planning applications, OR assessing applications for premises licences to safeguard against public nuisance under the Licensing Act 2003.</td>
<td>AF &amp; I</td>
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<td>Experience of taking a range of enforcement action including, where appropriate, the prosecution of offenders.</td>
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<td><strong>Skills &amp; Ability</strong></td>
<td>Good verbal, written and communication skills incorporating the ability to liaise / communicate with a wide range of audiences e.g. other departments, public, elected members.</td>
<td>AF &amp; I</td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>Ability to deal sensitively, tactfully and professionally with</td>
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potential conflict situations.

Experience of using technology to produce a wide range of routine and non-routine correspondence and written reports.

Able to meet targets and performance criteria | AF
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<th>Skills &amp; Ability</th>
<th>Demonstrate commitment, reliability and initiative incorporating the capacity to perform complex and difficult tasks</th>
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<td>Training</td>
<td>Willingness to undertake further training including, where appropriate, post graduate qualifications</td>
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<td>Other</td>
<td>Able to drive and hold a current driving licence.</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.