



Job Title:	Environmental Health Officer/Environmental Protection Officer
Service Area:	Environmental Services and Port Health
Team:	Environmental Protection
Salary:	Band 7

Job Description

Main Purpose of Job:

To deliver the full range of statutory services for which the Council is responsible for in relation to environmental protection, pollution and public health controls.

Our Values

You will be expected to work in line with our values which are:

Proud - Believing in who we are, what we do and where we live
Dynamic - Transforming the future with you in mind
Truthful - Honest and clear in all we do
Good Value - Delivering outstanding services, smartly & economically
United - Whoever we work with, we work as one team

Key Responsibilities:

Managerial and Corporate Responsibilities

- To manage the planning, delivery and evaluation of projects assigned to the post holder, including the management of resources relevant to the project for its duration.
- Advise members and other senior officers of either Council by attending Cabinets, Committees, corporate working parties and other ad hoc meetings as and when required.
- Participate in major corporate projects in an Environmental Health or other capacity, depending on the particular project.



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- Work closely with other organisations to work in support of joint corporate initiatives.

Enforcement and Educational Responsibilities

- Contact with government departments as necessary, such as Defra, the Environment Agency, Drinking Water Inspectorate, the Health Protection Agency, multinational companies, local businesses, trade organisations and members of the public to ensure appropriate and consistent standards of enforcement.
- Responsible for negotiating with duty holders at all levels to secure compliance with legislative requirements as they relate to businesses, members of the public and customers receiving a service; taking enforcement action when necessary including prosecution, the service of statutory Notices.
- Responsible for regular communication and consultation with staff from other service areas including provision of advice on environmental protection related matters, as the Responsible Authority, to the Licensing Team and to Planning & Building Control on planning conditions.
- Assist the Environmental Protection Team Manager in the development, implementation and review of policies and procedures for delivering environmental protection and public health services that meet legislative requirements and are in line with national policy, guidance and best practice.
- Maintain and develop competencies in line with relevant national competency frameworks and disseminate professional knowledge and learning from external development opportunities.
- Responsible for planning and prioritising own workload both reactive and programmed to ensure that corporate customer service standards are achieved.
- Assist the Environmental Protection Manager in assessing the implications of new legislation on resources and service delivery
- Responsible for maintaining accurate records and information relating to inspections or complaint investigations on the Council's software systems and property files.



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- Using data from the software system provide reports to the Environmental Protection Team Manager on projects for which the post holder has been assigned responsibility.

Performance Management

- Responsible for assessing own competence and implementing personal development plans as agreed with the Environmental Protection Manager.

Other duties

- 1. *The provision of assistance to other managers, or teams:*** Provision of expert advice to other teams within the Councils in the field of Environmental Protection, commensurate with the scope and level of the post-holders
- 2. *A requirement to undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.***

Any other duty, as directed, and commensurate with the qualifications and experience of the postholder and the grading of the post including:

- undertaking duties as directed to assist the Council in responding to a Civil Contingency Act emergency or business continuity event.
- participation in the Council's out of hours services

- 3. *To promote and adhere to the workplace values of our organisations.***

Line Manager: Environmental Protection Manager

Responsible for: Trainee or apprentices (occasionally)

Note: This is a description of the job as it is constituted at (**November 2019**) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of both Councils to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is both Councils' aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Councils reserve the right to insist on changes to the Job Description after consultation with the postholder.



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Person Specification

	Essential	Desirable
Knowledge and Experience	<p>Detailed knowledge of:</p> <ul style="list-style-type: none"> The regulatory requirements and guidance relating to environmental protection, pollution control and public health enforcement. Law and practice relating to environmental protection including statutory nuisance procedures, air quality monitoring and assessment, contaminated land controls, private water supply and Pollution Prevention and Control (PPC) requirements. Licensing and registration requirements as they apply to entertainment and animal welfare Manufacturing processes and procedures in relation to pollution monitoring and control and PPC requirements. Sampling procedures, risk assessment and microbiological standards. <p>Familiar with the UK legal system including the requirements of PACE and RIPA, the preparation of case files and court procedures</p> <p>Familiar with the requirements of the Data Protection Act, Freedom of Information Act, Environmental Information Regulations and safeguarding legislation</p>	<p>Broad experience of Environmental Health services</p> <p>Knowledge and experience of Civil Contingency Act</p>



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	Experience in presenting reports and delivering presentations	
Skills and Abilities:	<ul style="list-style-type: none"> • Ability to work flexibly and as part of a team • Ability to take responsibility for individual and organisational decisions • Problem solving and decision-making skills • Auditing skills • Negotiation skills • Presentation skills • Ability to investigate and resolve complaints • Interviewing skills • Sensitivity to commercially confidential information 	
Education and Training	<p>Either a Degree or equivalent in Environmental Health or NQF Level 6 in a relevant environmental protection related subject</p> <p>Membership of a relevant professional body</p>	Chartered EHP status
Values: Ability to demonstrate an understanding and apply our values which are embedded in all our roles.	<p>Proud - Believing in who we are, what we do and where we live</p> <p>Dynamic - Transforming the future with you in mind</p> <p>Truthful - Honest and clear in all we do</p> <p>Good Value - Delivering outstanding services, smartly & economically</p> <p>United - Whoever we work with, we work as one team</p>	
Other Requirements	<ul style="list-style-type: none"> • Travel and ability to be mobile across the Suffolk Coastal and Waveney districts and further afield on occasions will be a 	



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	<p>requirement of this role.</p> <ul style="list-style-type: none"> • Lifting and other physical activity, the use of ladders and working in confined spaces will be necessary on a regular basis. • To promote and adhere to the workplace values of our organisations. 	
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