

# Job specification



**Job title:** Environmental Protection Officer  
**Service:** Regulation – Environmental Health  
**Grade:** G8  
**Reporting to:** Environmental Protection Manager

## Your job

The Environmental Health Team forms part of Regulatory Services in our Environment Directorate. The service delivers a wide range of functions, including environmental health, licensing and trading standards.

You will be part of the Environmental Health team who deal with a wide range of environmental health issues such as environmental protection, food standards/safety, infectious diseases and health and safety.

You will be an experienced Officer working as part of a team delivering consultation responses for Planning, responding to service requests and delivering inspections as directed/required. You will also investigate legislative breaches and provide technical expertise in environmental protection.

You will hold The Institute of Acoustics Diploma in Acoustics and Noise Control, or will be prepared to undertake this qualification within the first 12 months.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

Within the first 12 – 18 months you will:

- Respond to consultation requests on planning relating to air quality, noise and land contamination as well as requests for environmental information, process applications for permits and registrations or other issues as required.
- Inspect as required any premises for any purpose appropriate to the aims of the service, in particular pollution control.
- Carry out enforcement activities to secure compliance with legislation, including gathering evidence, preparing and taking witness statements, service of statutory notices, preparing prosecution files and attending court where necessary.
- Ensure service requests are responded to in a timely, appropriate manner, and investigate any complaint or potential infringement of regulations.
- Provide technical advice and interpretation of existing and new requirements
- Maintain records and registers relevant to the sections work.

- Work with statutory organisations, authorities, interested parties and other groups, as required to fulfil the functions of the team.
- Co-operate and consult with internal and external colleagues to secure and provide mutual support for joint initiatives that contribute to supporting businesses and improving public confidence.

On an ongoing basis you will:

- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

## In this job you will need

You must be able to demonstrate the following essential requirements:-

- Degree in Environmental Health, or relevant Environmental Science or Pollution Control.
- Practical experience in at least two of the following – Environmental Permitting, noise and vibration, air pollution; but have the ability to cover the remaining areas, water pollution; hazardous chemicals, and radiation.
- Excellent knowledge of issues relating to environmental protection and other regulatory functions, criminal enforcement and applicable legislation.
- Experience in investigation and actioning of service enquiries relating to environmental protection
- Experience of assisting with the implementation of projects and initiatives to improve regulatory compliance.
- Ability to research, analyse, interpret and present information to a wide range of audiences, including the interpretation of complex legislation and analysis of data.
- Ability to prepare legal files and reports and the ability to present all information clearly, concisely and accurately
- Excellent interpersonal skills and communication skills and the ability to work effectively with other colleagues, businesses, residents and partners.
- Ability to work flexibly in line with business demands, including outside of normal working hours.
- Ability to carry work related, portable equipment, some of which may be relatively bulky and/or heavy
- Holds a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Team Wigan** behaviours.

**Be Positive... take pride in all that you do**

**Be Accountable... be responsible for making things better**

**Be Courageous... be open to doing things differently**

**Be Kind... be helpful, generous and thoughtful towards yourself and others**

**#TeamWiganDeal**

## Together we will

Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

### We will



Genuinely care for you and your wellbeing.



Champion a culture that inspires you to thrive.



Listen and engage with you to bring your ideas to life.



Celebrate your contribution and support you to reach your goals and aspirations.

### I will



Look after my wellbeing and be kind to myself and others.



Work with others across #TeamWigan to be courageous, innovative and embrace technology.



Share my ideas and be accountable for making things happen.



Own my development and let my passion and positivity shine through.