

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title**: **ENVIRONMENTAL HEALTH OFFICER** | | | |
| **Department**: **OPERATONS** | | **Post No**: POSO01509 | |
| **Division/Section**:  **PUBLIC PROTECTION SERVICE COMMERCIAL PREMISES TEAM** | | **Post Grade**: Grade 12 | |
| **Location**: **3 KNOWSLEY PLACE, DUKE STREET, BURY** | | **Post Hours**: **37 HOURS PER WEEK IN ACCORDANCE WITH THE COUNCIL'S FLEXITIME SCHEME AND AGILE WORKING** | |
| **Special Conditions of Service**: Undertake inspections, visits and visits outside normal office hours as required by the exigencies of the service for which time off in lieu or remuneration will be given. A driving licence is required as a car allowance is payable (subject to council policy) | | | |
| **Purpose and Objectives of Post**: To provide professional expertise on all Environmental Health matters and the effective enforcement and administration of all duties of the Division, including the supervision of technical and other support staff. | | | |
| **Accountable to**: **HEAD of PUBLIC PROTECTION** | | | |
| **Immediately Responsible to**: **UNIT MANAGER (Commercial Premises Team)** | | | |
| **Immediately Responsible for**: **ENFORCEMENT OFFICER , STUDENTS, APPRENTICE (when appointed)** | | | |
| **Relationships: (Internal and External)**  **Internal –** Public Protection staff and staff of other departments in respect of environmental health, neighbourhoods enforcement, private rented sector housing, trading standards, licensing and planning.  **External** – Staff of other Authorities including Primary Authorities, public bodies, statutory undertakers, voluntary and charitable organisations, the emergency services, elected members and members of the public, businesses including consultants, private architects, company representatives, Housing Associations and solicitors, Central Government Departments, the courts and contractors. | | | |
| **Duties/Responsibilities:**   1. To allocate work and to direct Enforcement Officers, Students and apprentices in the performance of their duties. 2. Work independently in the field, often in a hostile and stressful environment. 3. Use professional expertise and communication skills to resolve conflict situations. 4. Carry out routine inspections of premises and vehicles, in accordance with statutory requirements and Codes of Practice. 5. Investigate in response to complaints/service requests formulating appropriate action for non-compliance with relevant legislation. 6. Carry out investigation following statutory notifications. 7. Carry out licensing, registration, planning application and land search functions acting as a consultee undertaking inspections as appropriate. 8. The interpretation and auditing of consultants/technical reports. 9. Issue advice and information based on the interpretation of current legislation and good practice. 10. Carry out formal and informal sampling, responding to the subsequent analysis and interpretation of results. 11. Provide education and awareness training to internal and external organisations. 12. Audit internal/external quality systems in line with accreditation/legal requirements. 13. Prepare and serve legal notices. 14. Gather evidence for prosecution/enforcement purposes. 15. Undertake formal PACE interviews. 16. Attend Court, Tribunals and Public Inquiries as a witness. 17. Organise work in default of legal notices served where appropriate. 18. Liaise with outside bodies and organisations representing the Department and/or Council. 19. Prepare and introduce enforcement initiatives. 20. Prepare reports for internal and external consumption. 21. Act as a mediator and/or counsellor between parties in dispute to achieve an informal resolution of complaints wherever possible. 22. Liaise with other Local Authorities to exercise the Primary Authority role for national and international companies. 23. To undertake work out of office hours as necessitated by service requirements. 24. Provide training/support for colleagues, students and apprentices in specialist areas of knowledge. 25. Assist in the recruitment of students and apprentices. 26. Maintain and calibrate monitoring equipment and systems. 27. Maintain statutory public registers. 28. Maintain and update computerised information recording systems and carry out other administration duties relevant to the post. 29. Deal with correspondence, telephone enquiries and personal callers to the office. 30. Prepare all correspondence arising from the postholder’s duties. 31. Undertake personal training development in line with service requirements and professional CPD. 32. Carry out other duties including specific responsibility for a specialist area of knowledge at the direction of the manager. 33. Promote the services, aims and image of the Department and Authority with all members of the community including organising and participating in exhibitions, campaigns and presentations.   Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.  **Person Specification**  **Post Details**  **Post Title:** Environmental Health Officer  **Department:** Operations  **Division/Section:** Public Protection – (Commercial Premises Team)  **Location:** 3 Knowsley Place, Duke Street, Bury BL9 0EJ  **Essential**  Diploma in Environmental health or BSc / MSc in Environmental Health and registration with EHOB of CIEH.  Competent in food safety according to FSA guidelines to enable to carry our food hygiene inspections.  Ability to communicate effectively verbally, in writing and face to face with the public, businesses, staff and management (face to face, telephone, emails, reports and letters)  Knowledge of current legislation relating to commercial premises to investigate complaints. Competent to carry out health & safety inspections, investigate statutory nuisance, including noise and use of the noise APP, comment on planning applications  Experience of full range of related environmental health investigation and enforcement, and provision of advice to businesses and the public.  Experience of working in occasionally confronted situations, ability to deal with difficult situations sensitively but assertively.  Knowledge of issues of enforcement and preparation and service of statutory notices.  Good ICT skills  Demonstrate excellent communication skills, including negotiation skills  An ability to think creatively with regards to commercial initiatives and interventions  Knowledge and experience of using relevant ICT packages  Current driving licence and access to a car  Willing and able to undertake some work outside normal office hours  **Desirable**  Additional post graduate qualification(s) in subjects related to the duties of the post  Experience in the use of Civica APP software/ Idox software  Experience of supervising staff or projects  Experience of promotional work with other agencies | | | |
| **Job Description prepared by:** | **Sign:** | | **Date:26/02/2024** |
| **Agreed correct by Post holder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

|  |  |
| --- | --- |
| **ASSESSMENT**  **METHOD** | **CRITERIA** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |