

**Job Description**

**Environmental Health Officer**

**Grade**: POD £33,782 – £36,922

**Responsible To:**

Environmental Health Manager

**Responsible For:**

Student EHO, Public Protection Technical Officer

**About the job:**

Under the guidance of the Environmental Health Manager, to undertake public protection duties which support the public health and Integrated and Community Wellbeing Service priorities, duties including case management and referral to other services, inspections, investigations, legal proceedings and interventions in relation to, but not exclusively, the following statutes:

Public Health Acts; Environmental Protection Acts, Food Safety Acts, Health and Safety at Work etc. Act, Housing Acts, Environment Act, Licensing Act, Anti-social Behaviour Acts and Industrial Emissions Directive as well as associated legislation in the general field of environmental health and public health.

**Role:**

1. In response to customer enquiries, inspection programmes and service requests carry out inspections, investigations, enforcement of legislation, service of statutory notices, co-ordination of works in default of notices, prosecution proceedings, interventions, initiatives and education with regard to the following ;
	* Noise and statutory nuisance, including the analysis of technical acoustic data
	* Public Health, including foul and land drainage, state assisted funerals, pest control enforcement, filthy and verminous premises
	* Housing Standards, including formal HHSRS inspections, identification of defect and category 1 & 2 hazards and productions of specifications and schedules of work, in private dwellings, Houses in Multiple Occupation and empty properties
	* Food safety
	* Health and safety at work
	* Infectious diseases control
	* Industrial emissions and Air Quality
	* Anti-Social behaviour
2. Respond to consultations from Development Control and Licensing with respect to the environmental impact of residential, commercial and industrial development. Including the assessment of technical acoustic, air quality and lighting reports and scheme together with any issues relating to food safety
3. To lead on individual projects identified by the Annual Public Protection Team Work Programme and Business Plan, carrying out the appropriate research, liaison with colleagues in other authorities and relevant government departments to deliver those projects, which contribute to the team and directorate performance and priorities.
4. To ensure that the team and individual performance targets are achieved, including statutory targets, such as completion of the inspection programmes.
5. Determine the most appropriate course of action and use of legislative tools. Carry out formal





recorded interviews, take witness statements, obtain and preserve evidence in accordance with the Police and Criminal Evidence Act having regard to the Regulation of Investigatory Powers Act and the Code of Practice for Crown Prosecutors.

1. Serve and issue statutory notices as required by the Housing Act 2004, Environmental Protection Act 1990, Health and Safety at Work etc. Act 1974 and Food Safety Act 1990 and other related public health and environmental health and anti-social behaviour related legislation and any other notices as specifically authorised by the Director of Communities
2. Take legal proceedings and default action in the case of non-compliance. Represent the Council as an expert witness in court including defending any appeals made in the higher courts.
3. To respond to and represent the Council in emergency situations including but not limited to Operation Merlin (Chemical Incidents) and Radiation incidents. Maintain knowledge and technical expertise to assist in such incidents and exercises.
4. Participate in the Council’s emergency call-out scheme, responding to the public following out of hours enquiries for emergency issues, making decisions and taking actions as appropriate for the situation, including making arrangements in anticipation for the preparation of notices and collection of equipment.
5. Arrange and examine estimates, tenders and price specifications and process invoices in connection with all functions where the Council is undertaking works in default of enforcement action to ensure that expenditure represents value for money and can be justified to debtors. Take responsibility for assets, including cash and effects seized with regard to food safety, health and safety enforcement and state assisted funerals.
6. To be responsible for the processing of the purchasing system, debtors and creditor transactions applicable to the day to day functions of the team, for approval by the Team Leader or Manager.
7. Support the Council’s Integrated Community Wellbeing service, by managing cases referred into the Public Protection Team and also making referrals to other services. Leading on the support of vulnerable individuals through the process where Environmental and Public Health are the key factors in the case.
8. Represent the Council at Environmental Health Lancashire (EHL) sub-group meetings and participate in task and finish projects, sharing data and best practice to support the work of EHL.
9. To be responsible on site, for any staff, specialists, students or other persons authorised to accompany the officer.
10. Use the Councils ICT systems in accordance with advised protocols and populate databases with accurate and up to date data.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives
* You will support and respect your colleagues at all times
* You will work together to share knowledge and experiences to improve your service
* You will participate in development activities as required

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* In line with the Digital Strategy you will actively support the use of digital systems in all aspects of work.
* All other duties and responsibilities as appropriate in order for the post to be carried out effectively

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* To adhere to the Council’s Data Quality Policy at all times by ensuring the high standard and accuracy of information is produced by the postholder, and to undertake any roles and specific duties in line with the Council’s Data Quality Policy and Performance Management Framework.
* You will positively promote and represent the Council at all times.
* In line with the Digital Strategy you will actively support the use of digital systems in all aspects of work.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

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| **Qualifications*** Have the certificate of registration of the Environmental Health Officers Registration Board. Obtained by either First Degree and Professional Examination or by the Diploma of the Environmental Health Officers Education Board or due to achieve registration within 6 months of appointment
* A current full driving licence or equivalent mobility
* Up to date CIEH CPD record
 | **What the successful candidate will have:** |
| **Experience*** Operational experience in Environmental Health or Food / Occupational Health and Safety in a Local Authority environment
* Have experience of undertaking investigations, enquiries and developing solutions to environmental problems.
* Experience of use of Environmental Health IT systems and databases.
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| **Knowledge** * To have up to date working knowledge of legislation, standards and procedures relating to environmental health disciplines such as pollution control, housing standards, food safety and health and safety.
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| **Skills & Abilities*** Excellent communication and IT skills.
* Ability to manage and support teams in order to drive effective performance and meet targets
* Ability to attend meetings and events out of hours
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**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Looks ahead to the consequences of decisions and actions

**RESPECT** – Considers impact of all actions on the customer

**PROFESSIONAL** – Demonstrates high standards of professional behaviour and integrity

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Takes initiative to seek out and communicate information relevant to own and team role