**BURY METROPOLITAN BOROUGH COUNCIL**

#  JOB DESCRIPTION

|  |
| --- |
| **Post Title: ENVIRONMENTAL HEALTH OFFICER** |
| **Department:****Operations** | **Establishment/Post No:** |
| **Division/Section:****HEALTH AND ENVIRONMENTAL PROTECTION, NEIGHBOURHOODS ENFORCEMENT 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****2 YEAR FIXED TERM**  |
| **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 HEALTH & ENVIRONMENTAL PROTECTION** |
| **Immediately Responsible to: UNIT MANAGER (Commercial Premises Team)** |
| **Immediately Responsible for: ENFORCEMENT OFFICER ,STUDENTS (when appointed)** |
| **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. |
| **Relationships: (Internal and External)****Internal:**  Departmental staff and staff of other departments in respect of environmental health, commercial and legal issues.**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. |

*As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.*

|  |
| --- |
| **Control of Resources:**  **Personnel:** Staff as above.**Equipment:** Responsible for the care, maintenance and proper use of the equipment used in the duties undertaken.**Financial:** To assist in the monitoring of capital expenditure in areas determined by the Unit Manager.**Health & Safety:** Undertake an advisory role with regard to the health, welfare and general safety of people in the Borough. |
| **Duties/Responsibilities:**1. To allocate work and to direct Enforcement Officers and Students 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.

**Duties and responsibilities continued:**1. Prepare and introduce enforcement initiatives.
2. Prepare reports for internal and external consumption.
3. Act as a mediator and/or counsellor between parties in dispute to achieve an informal resolution of complaints wherever possible.
4. Liaise with other Local Authorities to exercise the Primary Authority role for national and international companies.
5. To undertake work out of office hours as necessitated by service requirements.
6. Provide training/support for colleagues and students in specialist areas of knowledge.
7. Assist in the recruitment of students.
8. Maintain and calibrate monitoring equipment and systems.
9. Maintain statutory public registers.
10. Maintain and update computerised information recording systems and carry out other administration duties relevant to the post.
11. Deal with correspondence, telephone enquiries and personal callers to the office.
12. Prepare all correspondence arising from the postholder’s duties.
13. Undertake personal training development in line with service requirements and professional CPD.
14. Carry out other duties including specific responsibility for a specialist area of knowledge at the direction of the manager.
15. 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. |
| Job Description prepared by: | Sign: | Date: |
| Agreed correct by Post holder: | Sign: | Date: |
| Agreed correct by Supervisor/Manager: | Sign: | Date: |

METROPOLITAN BOROUGH OF BURY

DEPARTMENT OF ENVIRONMENT & DEVELOPMENT SERVICES

### Person Specification

###### Environmental Health Officer

|  |  |  |  |
| --- | --- | --- | --- |
| ASSESSMENT**METHOD** | SHORT-LISTING**CRITERIA** | ESSENTIAL | DESIRABLE |
| Application form | Diploma in Environmental health or BSc in Environmental Health and registration with EHOB of CIEH or other relevant qualification. | ✓ |  |
| Application form | Additional post graduate qualification(s) in subjects related to the duties of the post |  | ✓ |
| Application form/interview | 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) | ✓ |  |
| Application form/interview | Knowledge of current legislation relating to neighbourhoods enforcement complaints and investigations.  | ✓ |  |
| Application form/interview | Experience of full range of related environmental health investigation and enforcement, and provision of advice to businesses and the public. | ✓ |  |
| Application form/interview | Experience of working in occasionally confronted situations, ability to deal with difficult situations sensitively but assertively. | ✓ |  |
| Application form/interview | Knowledge of issues of enforcement and preparation and service of statutory notices. | ✓ |  |
| Application form/interview | Good ICT skills | ✓ |  |
| Application form/interview | Experience in the use of Civica APP software |  | ✓ |
| Application form/interview | Experience in the use of The Noise APP software |  | ✓ |
| Application form/interview | Current driving licence and access to a car | ✓ |  |
| Application form/interview | Willing and able to undertake some work outside normal office hours | ✓ |  |
| Application form/interview | Experience of supervising staff or projects |  | ✓ |
| Application form/interview | Experience of promotional work with other agencies |  | ✓ |

**The above short-listed criteria plus the following**

|  |  |
| --- | --- |
| ASSESSMENT**METHOD** | INTERVIEWING**CRITERIA** |
| Interview | Ability to prioritise workloads effectively  |
| Interview  | Ability to carry out effective investigations following requests for service and statutory notifications. |
| Interview | Ability and knowledge of proportionate use of enforcement options when dealing with Neighbourhoods Enforcement work.  |
| Interview | Willingness to undertake appropriate training and development in order to meet any requirements of the post. |
| Interview | Prepared to work outside normal office hours in line with service requirements. |

The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.