

Job Description



Date	June 2015
Post Title	Environmental Health Officer
Post No.	PE027/PE031
Grade	Grade 9
Section	Environmental Health
Service Area	Public Protection and Environmental Services
Service Grouping	Environment and the Economy
Responsible To	Principal Environmental Health Officer (Environmental Protection)

Job Purpose

Under the supervision of the Principal Environmental Health Officer (Environmental Protection), carry out all duties in respect of the enforcement of relevant legislation, regulations and codes of practice in accordance with Council policy and practices, in respect of premises or land in the City, so as to provide an efficient and effective service.

Key Results Areas

1. To undertake programmed and routine inspections of premises in accordance with relevant legislation, regulations and codes of practice, together with written policies and procedures where appropriate, so as to ensure compliance with relevant statutes.
2. To determine applications and carry out programmed and routine inspections of premises subject to licences, permits or registrations issued by the Service Area in respect of air pollution, waste, noise or other relevant area of work.
3. To investigate and carry out follow up procedures regarding complaints in respect of any aspect of the work of the section, including pollution, noise, waste, statutory nuisance, water, or any other relevant area of work.
4. To carry out monitoring and sampling, as and when required, in respect of air, water, soil or other matters as appropriate.
5. To regulate Private Water Supplies in accordance with the requirements of relevant legislation.
6. To support Local Air Quality Management work of the team as directed.
7. Generally to carry out all appropriate administrative functions, respond to all matters and maintain proper records in accordance with Service Area policies to include use of information systems within the Service Area.
8. To undertake surveys as and when required in respect of water, noise and other relevant pollution matters.
9. To advise on planning applications in respect of environmental health issues.
10. To attend meetings of the Council, working parties, liaison groups, outside bodies or any other similar group as and when required.

11. To assist in training, the promotion of health education or other health initiatives as and when required and to assist in student and work placement training.
12. To draft letters, notices and schedules of work as necessary, in accordance with the Council Enforcement Policy and PACE, and investigate offences and prepare statements and case files for prosecutions and attend a Court of Law to give evidence when necessary.
13. To liaise with staff of the Service Area and to undertake the presentation of information in relation to Continued Professional Development Programme of the Chartered Institute of Environmental Health.
14. To take reasonable care of own and others safety; to co-operate with managers/supervisors in complying with statutory health & safety duties; to report incidents, accidents, faults etc.

Qualifications and Experience

Diploma in Environmental Health or Degree in Environmental Health
Registered with the Environmental Health Officers Registration Board (or able to achieve this within 6 months of appointment)

Supervisory Responsibilities

None. The post holder will occasionally be required to supervise the work of student Environmental Health Officers gaining experience within the Council.

Supervision Received

Responsible to the Principal Environmental Health Officer (Environmental Protection)

Principal Contacts

All members of the Service Area, other officers of the Council and Members of the Council
Members of the Public

Special Conditions

Working hours

The post holder will be required to occasionally work outside normal office hours, including evenings and weekends, for which the equivalent time off in lieu will be given.

Additional Qualifications

Possession of Diploma in Acoustics and Noise Control or an alternative appropriate qualification, or the attainment of such a qualification, within 3 years of appointment.

Appearance while on duty

As the role will mean representing the Council on official business, there is a requirement for the post holder to adhere to a smart appearance when on duty.

Transfer between teams

The post holder will be required to work within other Environmental Health teams from time to time, as instructed by the Environmental Health Manager.

<p>This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.</p>
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Job Requirement



Date **June 2015**
Post Title **Environmental Health Officer**
Service Area **Public Protection and Environmental Services**

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
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Education/Qualifications/Knowledge

1.1 Diploma or Degree in Environmental Health	E	Application Form(S)
1.2 Membership of the Chartered Institute of Environmental Health	D	Application Form
1.3 Registered with the Environmental Health Officers Registration Board.	E	Application Form(S)
1.4 Possession of Diploma in Acoustics and Noise Control or an alternative appropriate qualification. (If above qualification not possessed, postholder must enter an agreement to study for, and obtain, an appropriate qualification within 3 years of appointment	E	Application Form(S)/Interview

Experience

2.1 Practical experience in the enforcement of Environmental Health legislation including public health, waste and pollution control.	E	Application Form(S)/Interview
2.2 Practical experience of using anti-social behaviour legislation to resolve Nuisance complaints.	D	Application Form/Interview
2.3 Experience of responding to Development Control and Licensing consultations.	E	Application Form(S)/Interview
2.4 Experience of regulating Private Water Supplies.	D	Application Form/Interview
2.5 Experience of inspecting and regulating processes with Environmental Permits	E	Application Form(S)/Interview
2.6 Experience in developing partnership working with customers/clients and other agencies	E	Application Form(S)/Interview
2.7 Experience of Local Air Quality Management work	D	Application Form(S)/Interview

Aptitudes and Skills

3.1 Demonstrate excellent communication skills (oral and written) at all levels. including colleagues, outside	E	Interview
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agencies, other customers/clients.

3.2 Demonstrate excellent enforcement skills to achieve compliance with legislation.	E	Interview
3.3 Ability to set priorities and manage the progress of your work and competing demands	E	Interview
3.4 Possess good IT skills including the use of MS based windows based software packages.	E	Application Form(S)/Interview

Personal Attributes

4.1 Demonstrate commitment to Customer Care	E	Interview
4.2 Ability to work as part of a team	E	Interview
4.3 Ability to work on your own and without supervision	E	Interview
4.4 Demonstrate commitment to improvement and development of your own performance	E	Interview
4.5 Good general mobility, confident manner, articulate and persuasive	E	Interview
4.6 Able to achieve results through negotiation	E	Interview
4.7 Mature attitude and persona; able to deal with enforcement of legislation with firmness and tact	E	Interview
4.8 Willingness to assist colleagues when necessary	E	Interview

Circumstances

5.1 Able to work outside normal office hours	E	Application Form(S)/Interview
5.2 Holder of a full, current, UK driving licence.	D	Application Form
5.3 Able to undertake site visits throughout the City	E	Interview
5.4 Able to undertake visits in inclement weather and unpleasant working conditions.	E	Application Form(S)/Interview
5.5 Able to undertake duties requiring manual dexterity, physical flexibility and carrying of moderate loads.	E	Application Form(S)/Interview

Equal Opportunities

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council	E	Interview
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