

# PETERBOROUGH



## Job Description

**Department:** Growth and Regeneration

**Division/Section:** Environment and Economy/Regulatory Services

**Job Title:** Environmental Health Officer

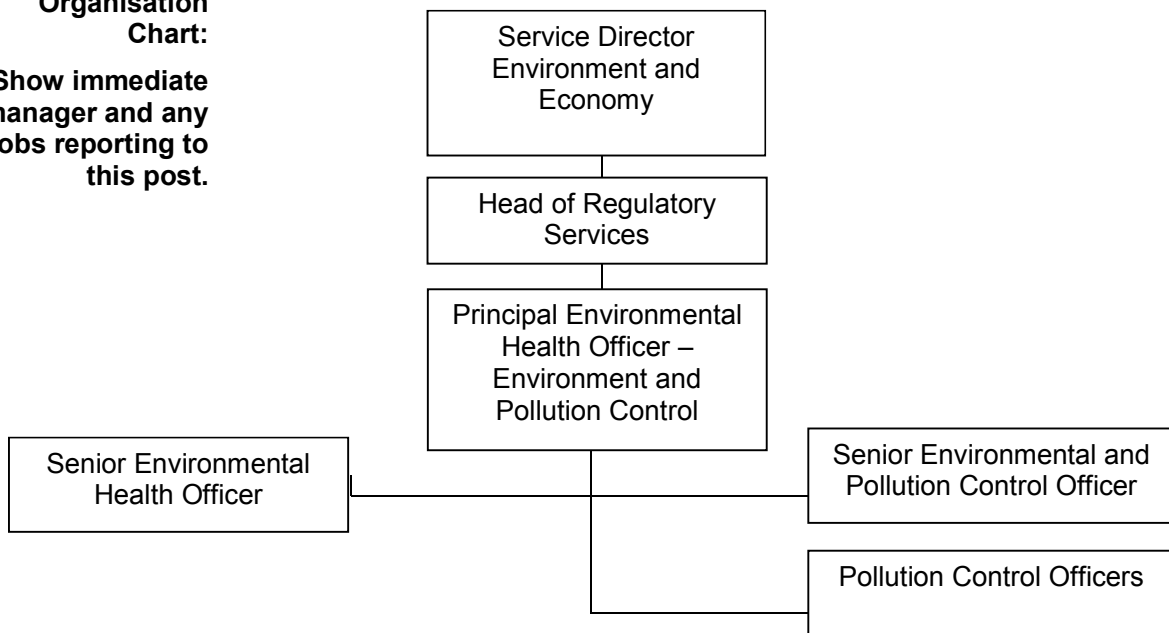
**Post No:**

**Grade:** 11

**Reports to:** Principal Environmental Health Officer – Environment and Pollution Control

### Organisation Chart:

Show immediate manager and any jobs reporting to this post.



**CRB Check applicable?**

Standard  Enhanced  None

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?** Yes  No

**Line Management responsibility for:**

**No. of direct reports:** Nil

**No. of indirect reports:** Nil

**Job Purpose:**

1. To safeguard the health and safety of people and the environment through legislative enforcement, advice, permitting processes, and technical input to planning and licensing applications.
2. To undertake investigations, inspections and consultations in connection with the Team's responsibilities.
3. To take lead role for specified areas of the Team's responsibility.
4. To provide supervisory and specialist support, as well as leadership on more complex regulatory matters.
- 5.

**Main Duties and Responsibilities:**

1. Investigate complaints from the public relating to the enforcement of legislation within the scope of the service, gathering and presenting evidence in accordance with statutory requirements, codes of practice and council policies and procedures.
2. Undertake enforcement work including inspections, investigations, projects and other interventions to determine compliance with relevant legislation, codes of practice, statutory guidance, policies and procedures. Determine and implement enforcement action in accordance with council policy.
3. Maintain an up to date detailed knowledge of legislation and technology, developing an awareness of standards and related matters. In the areas directed by the line manager act as Lead Officer.
4. Prepare and present evidence as required in court, at committees, and tribunals for enforcement interventions such as prosecutions, notices, licence reviews as well as in response to appeals.
5. Take samples and arrange for their examination by a competent person in accordance with legislation, statutory guidance and best practice.
6. Undertake statutory noise monitoring and complaint investigations during and outside normal working hours as required.
7. Participate in and support problem solving forums designed through a holistic approach to find sustainable solutions to those matters causing concern to communities.
8. Develop, implement, maintain and contribute to policies, procedures and strategies in respect of environmental protection.
9. Represent Regulatory Services at meetings and forums as required.
10. Develop and maintain effective partnership working arrangements with a range of services and agencies both within and outside the council, at a local and regional level in order to help facilitate the best possible outcome for the service provision.
11. Perform measurements using analysis equipment in accordance with relevant standards and guidance, ensuring that equipment is appropriately calibrated at all times.
12. Give advice, information and briefings to the public, businesses, Members, and partner agencies on regulatory issues, including the provision of training and educational presentations.
13. Undertake specific projects in connection with the work of the Service, and the wider Regulatory Services Group as directed by line manager, as well as participating in national, regional and local initiatives.
14. Undergo training, either external or internal, in connection with the duties of the post as directed.
15. Deputise for manager where appropriate and agreed.
16. Be familiar with and adhere to the council's policies, protocols and procedures that are applicable to the post.

**Responsibilities:**

To carry out all responsibilities with regard to the Councils Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility  
Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation  
Clause:**

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:** 30/10/2018 **COMPLETED BY:** Peter Gell