



Job Description

Department: People and Communities

Division/Section: Regulatory Services

Job Title: Pollution Control Officer

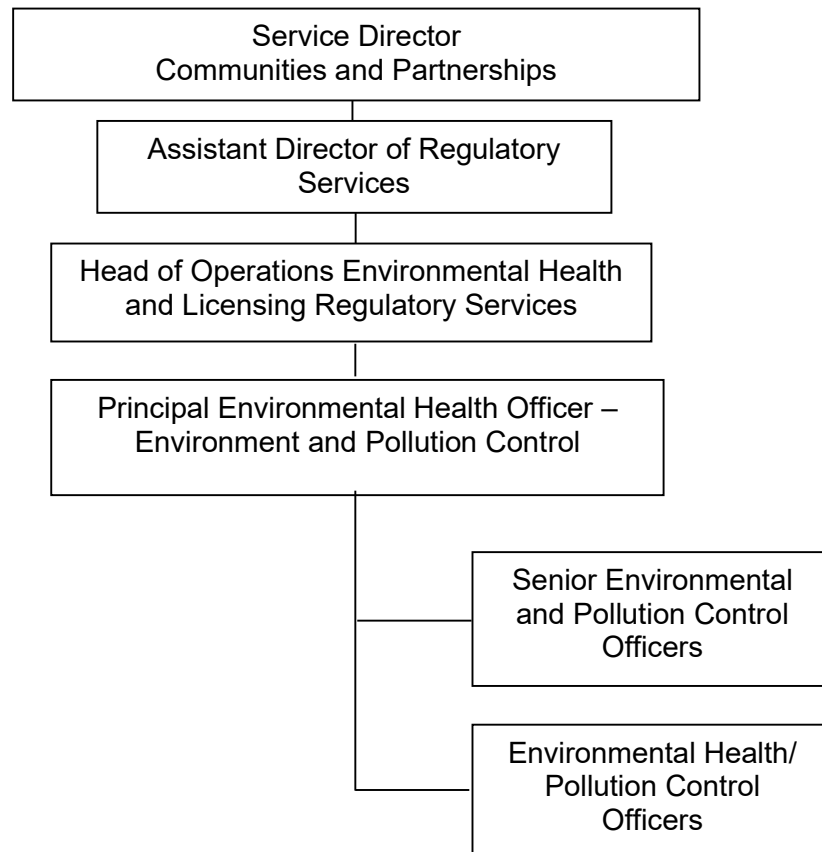
Post No:

Grade: 10

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 to protect the environment through legislative enforcement, advice, permitting processes, and providing technical input to planning and licensing applications.
2. Undertaking inspections of properties, processes, and land, to promote compliance with legislative requirements.
3. Investigation of complaints regarding, statutory nuisances, high hedges and environmental crime.

Main Duties and Responsibilities:

1. Undertake enforcement work including investigations, inspections, projects and other interventions as directed, including taking part in national, regional, and local initiatives and enforcement activities.
2. Investigate complaints regarding poor public health conditions, statutory nuisances and high hedges.
3. In the course of conducting investigations, gather and present evidence, in accordance with statutory requirements, codes of practice, council policies and procedures.
4. Prepare and present evidence as required in court, at committees and tribunals for prosecutions, licence reviews, and appeals.
5. Negotiate with applicants, provide expert advice and make representations for the prevention of public nuisance with respect to applications for premises licences under the Licensing Act 2003.
6. To be familiar with and adhere to the Council policies, protocols and procedures, that are applicable to this role.
7. Perform measurements using analysis equipment in accordance with relevant standards and guidance, ensuring that equipment is appropriately calibrated at all times.
8. Participate in and support problem solving forums and workshops designed through a holistic approach to find sustainable solutions to those matters causing concern to communities.
9. Maintain an up-to-date knowledge of appropriate legislation and technology and develop an awareness of standards and related matters as directed by line manager.
10. Undertake statutory noise monitoring, during and outside of normal working hours as required.
11. Undertake out of hour's complaint investigations as necessary.
12. Prepare correspondence, records and technical reports, statement of evidence, for compliance with notices and the abatement of a statutory nuisance.
13. Undertake and support work in relation to the regulation of prescribed processes, contaminated land, provision of advice regarding planning and development proposals, and air quality monitoring.
14. Represent Regulatory Services at meetings, and forums as required.
15. Maintain records of activities undertaken in accordance with service requirements, best practice and statutory rules, inputting and maintaining information held on databases utilised by the Service. Produce letters and reports as directed.
16. Contribute to the implementation, development and maintenance of procedures, policies, and strategies in respect to environmental protection.
17. Develop and maintain effective partnership working arrangements both within and outside of the Council in order to help facilitate the best possible outcomes from service provision.
18. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the role

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

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

To comply with Data Protection requirements and maintain the security of Peterborough Council's documents and information in accordance with legislation and agreed guidelines.

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

PETERBOROUGH



Person Specification

JOB TITLE: Pollution Control Officer

POST NO:

GRADE: 10

DEPARTMENT: People and Communities

HOURS: 37

DIVISION: Regulatory Services

DIRECTOR: Adrian Chapman

DATE: 30 October 2018

COMPLETED BY: Peter Gell

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none">• A knowledge of legislation relating to Environmental Protection Act, Public Health Act, (A,I).• Understanding of issues relating to the investigation and control of statutory nuisances (A,I),	<ul style="list-style-type: none">• Good knowledge and understanding of pollution control (A,I)
SKILLS & ABILITIES	<ul style="list-style-type: none">• Excellent verbal and written communication skills. Able to produce concise and accurate reports (A,I)• Able to produce and deliver clear and effective presentations (A,I)• Able to deal confidently with business, the public, Councillors and members of other organisations (A,I).• Able to remain impartial, exercise judgement, and determine appropriate action while attempting to reconcile the expectations of a number of parties (A,I).• Able to research interpret and apply technical reports and guidance documents (A,I,P).• Competent in using new technology, including scientific instruments, and the operation and maintenance of diversified software programs (A,I,P)• The ability to manage conflicting workloads to meet deadlines (A,I)• Able to use Microsoft software applications effectively	<ul style="list-style-type: none">• Ability to learn the use of new technology (A).

	<ul style="list-style-type: none"> ● The ability to work effectively as an individual and as a member of a team (A,I,P) ● Able to design and produce clear and effective guidance, information and publicity material (A,I) ● Ability to make accurate recording of information and events including numerical calculations onto data bases (A,I) ● Ability to make accurate visual inspections/surveys and generate reports on findings in plain language (A,I). ● The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the role. 	
EXPERIENCE	<ul style="list-style-type: none"> ● Experience of dealing with members of the public to resolve disputes (A,I) ● Experience of presenting and preparing cases in formal situations (A,I) 	<ul style="list-style-type: none"> ● Experience of geographical information systems (A) ● Experience in using CIVICA (Flare) software
QUALIFICATIONS	<ul style="list-style-type: none"> ● Environmental or science based Diploma or Degree (A,I) 	<ul style="list-style-type: none"> ● Institute of Acoustics Certificate of Competence in Environmental Noise Monitoring (A)
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> ● Current driving licence and access to a suitably insured vehicle for use in connection with duties (A) ● The ability and willingness to participate in work duties outside the normal hours of work (A) ● The ability to be able to undertake site visits for the purpose of this post, including working at heights, and in adverse weather conditions and terrain (A) ● Willing to undertake training as necessary for the effective implementation of the post's requirements (A) 	
EQUALITY	<ul style="list-style-type: none"> ● Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities (A,I) 	
CUSTOMER CARE	<ul style="list-style-type: none"> ● Knowledge and understanding of effective customer care (A,I) 	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A,I) Application/Interview, (P) Presentation/Practical Test, (W) Written Test.]