



Craven District Council

Job Description

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|-------------------|--|
| Post Title | Environmental Health Officer - fixed term (maternity leave) |
| Grade | SO1/2 (depending on experience) |
| Service | Environmental Health |

Job Purpose

To inspect premises and land, carry out investigations, respond to requests for assistance and enforce relevant statutory provisions in accordance with delegated powers, aimed at protecting and improving public health and the environment.

Duties & Responsibilities

To carry out inspections, enforcement activities, investigations, exercises, surveillance, respond to requests for assistance, education and monitoring duties. These responsibilities will include (but not exhaustive) all of the following:

- Nuisance control (including all statutory nuisances), pest control, drainage, offensive accumulations, and environmental crime.
- Environmental pollution control relating to the atmosphere, water, land and noise (including all permitted processes).
- Provision of consultation on planning and licensed premises applications and variations.
- Licensing and registration inspections.
- Health and safety at work inspections, complaints and investigation of work related accidents.
- Eviction of unauthorised campers from Council-owned land and related matters.
- Undertake inspection of the Council's private sector housing stock as part of a planned programme or in response to a complaint and take the appropriate regulatory action to deal with the issue

General responsibilities

- Cover for Team Leader/Senior Environmental Health Officers during absence
- To prepare reports, and attend Committee meetings, working parties and outside organisational meetings as required
- Under the direction of the Team Leader provide advice and guidance to other sections, Directorates, government departments, the EU and outside organisations
- To make and keep such records of requests for assistance, inspections and actions taken, as maybe required and to maintain accurate records of work carried out on the Environmental Health IT systems

- To prepare reports, provide data and statistics on work undertaken, and deal with day to day correspondence
- To meet individual work programme and targets
- To generate new initiatives and be involved, with the Team Leader/Senior Environmental Health Officers in media coverage as required
- To act as a statutory or non-statutory consultee as required
- To assist in the implementation of new technology
- To comply with the Council's Regulation and Enforcement departmental policies and procedures

Quality

- To comply with the provisions of the Division's quality procedures and participate in the Division's Quality management systems including carrying out audits, attendance at meetings and consideration and preparation of documentation as required
- To comply with all procedures that ensure standards and consistency of inspections and enforcement in accordance with legislation, codes of practice, government guidance

Enforcement and Operational Matters

- Comply with Environmental Health Section enforcement policies
- To act as an enforcement officer in accordance with the delegated powers and for that purpose to prepare, sign, serve and enforce statutory notices and legislation. To take evidence, prepare prosecution files and attend court as necessary, and to represent the Council at court in civil cases. Competency within the function(s) delivered is an essential requirement
- To carry out short term special projects or tasks as may be assigned
- Assist in responding to emergency incidents as necessary

Training

- Assist in the organisation and delivery of training as appropriate
- Assist in the training of students and staff
- Undertake training as required

Additional

- To carry out other duties as may be required commensurate with the post

Supervising Officer Job Title

Environmental Health Team Leader

Level of Supervision

Left to work within established guidelines subject to scrutiny by supervisor

Contacts

Elected members, officers from this and other local authorities; representatives of local communities, voluntary organisations, members of the public and outside bodies

Special/Physical Conditions

- May be required to work outside of office hours
- Able to drive and holder of current, full and valid driving licence
- To work from the Council Offices, Skipton to meet the operational needs of the organisation
- Able to lift inspection chamber covers in line with appropriate training
- May be required to climb heights in line with appropriate training

Council General

- To comply with all Council Policy and Procedures
- Equality – the Council is committed to ensuring equality of opportunity and to the principle that employees should be entitled to work in an environment free from intimidation and harassment. As a Council employee you will have responsibility for not only for their own behavior, but also how you treat others. Any deviation from this principle will be dealt with in accordance to the appropriate Council policy and procedure
- As an employee you must comply with the requirements of the Health & Safety at Work Act 1974 and affiliated regulations. You are also required to comply with the Councils Health & Safety Policies and take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions. Where the Council has a statutory duty with regard to health and safety you are required to cooperate with the Council and its managers and officers so far as is necessary to enable the Council to meet that duty. This includes using equipment and substances in accordance with training and instruction and the reporting of serious dangers to your own or others safety
- As an employee you shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare

The job description is not a definitive list of tasks. It is designed to give an overall view of the job it is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.

Person Specification

Environmental Health Officer

| Factor | Essential/Desirable | Identify By |
|--|---------------------|---------------------------|
| Qualification & Training | | |
| Minimum qualification for SO1: Hold a Degree or Diploma qualification in Environmental Health. | E | Evidence at interview |
| Minimum qualification for SO2: Either a Degree or Diploma qualification in Environmental Health and registered by the E.H.O.R.B to practice as an Environmental Health Officer | E | Evidence at interview |
| Full Clean Driver's Licence | E | Evidence at interview |
| Training in PACE | E | Interview |
| Experience & Knowledge | | |
| At least 2 years' experience working in Environmental Health (training or qualified) | E | Application and interview |
| Skills & Abilities | | |
| Basic numeracy and written skills | E | Application and Interview |
| Ability to work within teams and individually | E | Interview |
| Demonstrate commitment to work and adopt correct attitude to work | E | Interview |
| Work unsociable hours when asked to do so | D | Interview |
| Working knowledge of Environmental Health regulations/legislation | E | Interview |
| Ability to draft and present evidence | E | Interview |
| Ability to communicate with a wide range of client groups | E | Interview |
| Ability to carry out interviews and take statements | E | Interview |
| Ability to keep accurate records | E | Interview |
| Ability to adapt to changes in the work environment | E | Interview |
| Ability to be tactful and diplomatic when necessary | E | Interview |
| Good organisational skills and ability to solve problems | E | Interview |
| Have a strong commitment to quality customer care and service delivery | E | Interview |
| To demonstrate good inter-personal skills/qualities and be able to work as part of a multi-skilled team | E | Interview |
| Ability to respect confidentiality and recognise the importance of data protection | E | Interview |
| Demonstrate an understanding of court procedures | D | Interview |
| Demonstrate experience and understanding of the use of surveillance techniques | D | Interview |