



Craven District Council

Job Description

Job title: Senior Environmental Health Officer
(Environmental Protection, Private Sector Housing Standards and Private Water supplies)

Grade/Scale: PO1

Hours: 37 hours

Responsible to: Responsible to the Environmental Health Team Leader

JOB PURPOSE

To act as the Senior Environmental Health Officer [Environmental Protection, Private Sector Housing Standards and Private Water Supplies advising the Council on environmental protection, private sector housing standards and private water supply matters and to oversee the enforcement of statute law relating to this field.

Assist the Environmental Health Team Leader in the strategic development of services that you have responsibility for and contribute to Environmental and Housing Services goals.

Management Responsibilities

Be responsible for the day-to-day operational management of the: Environmental Protection Officer, Environmental Health Officer(s) and Technical Officer(s).

MAIN ROLES & RESPONSIBILITIES:

1. Ensure, at a strategic level, that the Environmental Protection, Private Sector Housing Standards and Private Water Supplies section delivers services that meet the needs of the community.
2. Provide dynamic and consistent leadership to effectively manage members of the Environmental Protection, Private Sector Housing Standards and Private Water Supplies section including advice, guidance and motivation of individuals on matters of enforcement, policy, procedure and operational issues.
3. To deploy staff effectively and ensure they are performing to agreed standards (including at least monthly 1:1 supervisory meetings).

4. Assist with the training and development of student Environmental Health Officers, and others, in furtherance of environmental health education.
5. Ensure that the work of the Environmental Protection, Private Sector Housing Standards and Private Water Supplies Section is appropriately prioritised and resources are deployed accordingly.
6. Assist the Environmental Health Team Leader to develop strategy, policy and procedures in relation to your area of responsibility.
7. To act as adviser to the Council on a wide range of environmental protection, private sector housing and private water supplies matters including those for which the Council does not have a direct regulatory role.
8. Be responsible for the enforcement of a wide range of specialist public health statutory duties using delegated authority and to develop new solutions to reflect legislative changes and/or new environmental problems.
9. To oversee the effective liaison between officers of Environmental Protection, Private Sector Housing Standards and Private Water Supplies Section, Licensing and the Planning Control Services as regards planning applications.
10. Develop, review and implement the Council's Contaminated Land Strategy.
11. Direct and manage the Council's local air quality management programme.
12. Direct and manage the Council's authorisation of prescribed (Permitted) industrial processes.
13. To ensure that the Environmental Protection, Housing Standards and Private Water Supplies section fulfils its role as a statutory consultee with regard to the Licensing Act 2003.
14. Investigate and undertake the necessary arrangements for dealing with Public Health funerals and exhumations.
15. Undertake where necessary the inspection of the Council's private sector housing (including empty homes) and enforce the relevant housing legislation when dealing with housing service requests.
16. Develop a programme of inspection of the Council's Houses in Multiple Occupation, undertake an annual programme of risk based inspections and where necessary enforce the relevant housing legislation.
17. Identify all those Houses in Multiple Occupation in the District that might be subject to Licensing as defined in housing legislation, issue Licences and renew those whose term has expired.

18. Investigate all incidences of illegal eviction and harassment and where necessary enforce the provisions of the Protection from Eviction Act 1977.
19. Where funding is available deliver a programme of improvement to the Council's Private Sector Housing offer (excluding Disabled Facilities Grants).
20. Work with key partners to promote and deliver private sector housing events to private sector landlords to improve their housing stock. Such promotion will also include the preparation of newsletters from time to time to encourage and promote improvement.
21. Manage and work with a small team in the investigation of private water supplies. Taking a lead in overseeing the Risk Assessment and sampling of the District's private water supplies and on annual basis ensure that the Drinking Water Inspectorate returns are completed and returned by the due dates.
22. To manage the Council's services as regards environmental noise control (Commercial).
23. To review and develop the services for which you are responsible and manage change, to achieve continuous improvement; to maintain agreed performance targets and to meet the requirements of Best Value.
24. To actively promote your service in order to raise the profile of the Council and demonstrate its value to residents and customers.
25. Record details of all visits and action taken in accordance with service policy and procedures by manual or electronic means; in particular maintain all necessary statutory records, update and review the accuracy of the Service's database as often as necessary.
26. Ensure all work required for informal or statutory action is in accordance with legislative standards and Service policy. Where the latter action is deemed necessary you will be required to prepare a prosecution file and attend court/ public enquiries to act as the Council's specialist witness.
27. Make the necessary arrangements to plan and undertake the agreed work programme in accordance with the departmental Service Plan and the objectives of the yearly Performance Development Review
28. Take decisions as to what is the most appropriate enforcement action and proceed with that action including the use of informal letters and notices, statutory notices, and recommend or otherwise to the Environmental Health Team Leader to proceed with cautions and prosecutions. Have regard to the Council's Enforcement Policy and other departmental procedures.
29. Assist Environmental & Housing Service colleagues to deliver the Council's Priorities, Departmental Service Plan and meet targets and work within timescales.

30. Respond to all Freedom of Information requests on behalf of the Manager relating to your area of work.
31. The post holder is responsible for the implementation of safe systems of work and the application of established health and safety procedures. They must conduct regular risk assessments of their areas of responsibility, exercise such supervision and communicate such information as is necessary to ensure the health and safety of themselves, their staff, visitors and the general public whilst in the pursuit of Craven District Council's undertaking
32. To undertake timely responses to annual surveys/questionnaires from external bodies, such as Defra (Permitted Processes) and CIEH (Noise Nuisance)
33. To undertake Performance Development Reviews of those members of staff that you have responsibility for as well participating in your own Performance Development Review meeting and undertake such additional training to meet the needs of the post.
34. To undertake such other associated work that's commensurate with the grading of the post that may be assigned from time to time.
35. To comply with all Council Policy and Procedures
36. 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 behaviour, but also how you treat others. Any deviation from this principle will be dealt with in accordance to the appropriate Council policy and procedure.
37. 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 Council's 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.
38. As an employee you shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Factor	Essential/Desirable	Identify By
Qualification & Training		
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
Have gained or be working towards the Chartered Environmental Health Practitioner Programme	E	Application and Interview
Demonstration of ongoing continuous professional development	E	Application and Interview
Full Clean Driver's Licence	E	Evidence at interview
Training in PACE and interviewing skills.	E	Interview
Experience & Knowledge		
At least 5 years' experience working as an Environmental Health Officer	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 interpersonal 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