



## **Job Description**

**Post Title:** Environmental Health Officer (Pollution Team)

**Service:** Environment and Street Scene

**Grade:** J

**Responsible To:** Environmental Protection Team Leader

---

**Job Summary:** The lead officer responsible for investigation and resolution of noise and nuisance complaints and service requests from members of the public, reviewing license and planning applications, technical lead in contaminated land, inspection of permitted premises, support for providing local operator duties (calibration of AQ stations), support for implementing the private supply regime as required. Deputise for team leader in allocation of day to day work, represent the environmental protection team at committees and court. Support, development and supervision of Scientific Officers and trainees.

### **Main Activities:**

1. Acting as the lead officer for and to respond to service requests and attend domestic and commercial premises, make and keep appropriate records. Ensure that all relevant legislation is complied with, serve notices within the remit of this post and take on appropriate responsibilities associated with the work of the section, such as
  - a) Accumulations of waste
  - b) Bonfires
  - c) Pest infestations
  - d) Noise complaints
  - e) Filthy and Verminous Premises
  - f) Odour nuisance
  - g) Light nuisance
  - h) Drainage and pollution incidents
  - i) Pest control enforcement
  - j) Filthy/verminous premises
  - k) Waste crime
2. Act as technical lead for contaminated land.
3. Private Water Supplies; participation in the Private Water supply regime, sampling risk assessment and enforcement.
4. Respond to planning and licensing consultations; reviewing current planning applications and license applications with a view to determining applications that require Environmental Protection input. Attending planning and licensing committee hearings as required.

5. Contribute to the environmental permitting regime and in particular to; undertake specialist & complex environmental permitting inspections. The issuing of permits. Complaints investigation. Enforcement activity
6. Air Quality Monitoring; Calibration of air quality monitoring stations. Accurate storage and presentation of results.
7. To participate in any public activities involving environmental health such as infectious disease control
8. To attend court and give evidence in connection with the enforcement duties associated with the post.
9. To undertake enforcement duties as necessary including interviewing under caution, preparation of prosecution evidence, giving evidence in court, giving statements, obtaining statements from witnesses and preparing prosecution files, in connection with the fulfilment of the above duties.
10. To undertake out-of-hours enforcement work as and when assigned.
11. To maintain relevant standards of Continuing Professional Development and support others within the Service to develop their knowledge and skills as appropriate.
12. To undertake training and qualifications appropriate to the requirements of the post.
13. Deputise for team leader in allocation of day to day work and operational decision making.
14. Take a lead role in the operational assistance, training and development of junior and trainee officers and other members of staff.
15. Supervision of small number of junior officers.
16. Participate in Environmental Health out of hours service on rota basis
17. Equal Opportunities; To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination. To recognise that people have different abilities to contribute to the Council's goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms
18. Emergency Planning; To participate as required in the Council's Emergency Planning operations including undertaking training and exercising as directed. To participate in the response to an emergency which may involve duties outside your normal job description and at times outside your contracted hours. To participate in the recovery stage following the emergency
19. Business Continuity; In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.
20. Data Protection; To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation
21. Additional Duties; To undertake any additional duties of a similar level of responsibility as may be required from time to time
23. To be aware of and exercise personal and corporate responsibilities under the Health and Safety at Work Act and other related matters.

**NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the postholder.**