

JOB DESCRIPTION

JOB TITLE:	Environmental Health Officer – Pollution Control
POST NO:	EH030
SERVICE:	Regeneration and Housing Service
SECTION:	Environmental Protection
AGREEMENT:	NJC Conditions
SALARY RANGE:	SCP 27-30 (£31,346 – £33,782)
OTHER:	Essential user car allowance Safety Critical Role (which is therefore subject to random drug & alcohol testing)

Organisational Relationship

- (a) Reports to - Environmental Protection Manager
- (b) Supervises - none
- (c) Co-ordinates with - Other members of the Environmental Protection Team and other professional and technical staff within the Authority. Also, representatives of external organisations and groups, and service users.
- (d) As a Public Servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objectives

- To be responsible for the Council's duties and services in respect of for air pollution, atmospheric pollution control and contaminated land.
- To support the Environmental Control Officer in delivering a noise control service when required.
- To represent the Environmental Protection Service at inter-authority Environmental Protection officer group meetings as required.

Main Duties & Responsibilities

1. Assist in the day-to-day operation of the Pollution Control section of Environmental Protection, along with the provision of guidance and advice when required.
2. Ensure that any Environmental Protection strategies and policies for pollution control are implemented and reviewed, together with any monitoring programmes.
3. Ensure the investigation of atmospheric pollution and contaminated land complaints together with taking appropriate follow-up action.
4. To provide pollution control information and advice to commercial and industrial operations and premises, and where necessary, investigate complaints and take appropriate action.
5. Assist in the Environmental Protection Service's responses to planning applications, contaminated land consultations and landfill gas issues.
6. Prepare reports, monitor performance indicators and produce benchmarking statistics as and when required.

7. Issue legal notices for pollution control including contaminated land and prepare evidence for prosecutions and appear in Court as a witness for the Council when necessary.
8. Make legal applications to enter premises for pollution control matters when necessary.
9. When required, carry out any of the stated duties and responsibilities outside normal office hours.
10. Prepare reports and discussion documents for the Council Leader, Portfolio Holder, Cabinet, Council Committees or the Environmental Protection Manager as appropriate.
11. To maintain lateral co-operation between the Services' various Divisions/ Sections, thereby maximising the Services' overall efficiency and effectiveness.
12. To participate fully in all inter-Service Area Working Groups/ Panels, etc. and co-operate fully to ensure that the Authority's corporate objectives are achieved.
13. To attend Council Committees, Forums, Panels, Working Groups and public meetings as required.
14. To contribute to the development of Business Plans for the appropriate service area to help focus the Section on delivering a more effective and efficient service.
15. To participate in development opportunities to ensure that all employees are employed to their full potential in accordance with the provisions of the Investors in People programme and within budgetary constraints.
16. To contribute to the formulation of the Department's annual training plan taking into account the training and development needs identified and their relevance to business objectives.
17. To operate in accordance with Council priorities and compliance policies relating to Health and Safety, Equal Opportunities and Customer Care.
18. To undertake duties as required by line manager or the Head of Service.
19. To assess own performance against service/business plans and targets.
20. To deal with colleagues openly and fairly at all times and support mutual respect within teams.

NB In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's staff appraisal scheme. Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010 - Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability.

PERSON SPECIFICATION				
JOB TITLE	Environmental Health Officer – Pollution Control	POST NO.		
PERSONAL ATTRIBUTES (Based on Job Description)		ESSENTIAL (E) DESIRABLE (D)		How To Be Measured Application Form (A) Interview (I) Test (T)
		E	D	
QUALIFICATIONS				
1	You must be qualified with an Environmental Health Degree or Diploma and be EHORB registered.	✓		A
2	Post Graduate qualification in Environmental Protection or equivalent		✓	A
3	Be a full Corporate member of the Chartered Institute of Environmental Health.		✓	A
EXPERIENCE				
1	Experience of processing applications for Permitting and carrying out audits of scheduled processes.	✓		A + I
2	Experience of Assessing and reviewing Air Quality Strategy		✓	A + I
3	A minimum of three years current experience of working in Environmental Protection.	✓		A + I
4	Experience of Environmental Health legislation and enforcement		✓	A + I
KNOWLEDGE/SKILLS/ABILITIES				
1	Knowledge of the current LAPC and integrated pollution and prevention control (IPPC) regimes.	✓		A + I
2	Ability to prepare detailed Permits, carry out audit inspections and conduct investigations into breaches of conditions and to review Permits as required.	✓		A + I
3	Able to undertake complex investigations and produce concise reports	✓		A + I
4	A working knowledge of developing, implementing and the review of contaminated land and air quality strategies.	✓		A + I
5	Have detailed knowledge of current noise, air pollution, contaminated land, and landfill gas and air quality legislation.	✓		A + I
6	Ability to develop Policies and Procedures for the Environmental Protection Team to ensure consistent enforcement.		✓	A + I
7	Be computer literate, with good IT skills including the ability to prepare written technical reports including use of Microsoft Word , Excel spreadsheets and Environmental Health software systems	✓		A + I
8	Possess good verbal communication skills and have the ability to liaise with external Agencies, Consultants, colleagues and the public	✓		I
9	Be able to work under your own initiative, with minimal supervision and work to deadlines and manage conflicting demands	✓		A + I
10	Have a good working knowledge of GIS Mapping Systems		✓	A + I
ADDITIONAL REQUIREMENTS				
1	Commitment to equal opportunities and customer care.	✓		I
2	Own a car and have a current driving license	✓		A + I
3	Have a flexible attitude and display a practical approach to work	✓		I
4	Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence).	✓		References
OTHER				

1	Commitment to the principles of public service and local democracy	✓		I
2	Be willing to undertake out-of-hours work when required.	✓		I