



**Hyndburn**  
Borough Council



Candidate information pack

**Environmental Health Officer /  
Environmental Control Officer**

**Grade 9**

**£39,152 - £41,771 Per annum**

# Our Organisation

We are the local district Council for the borough of Hyndburn, in East Lancashire. Our main offices are in Accrington. We provide a range of key services, from refuse collection, administering some key benefits and collecting Council Tax, running cemeteries and a crematorium, to environmental protection and much more.

As well as a number of towns, we have large areas of outstanding open space to explore, including our wonderful parks and 3 local nature reserves. We're home to the famous Accrington Stanley football club, our NORI bricks helped build the Empire State Building and our Council-run Haworth Art Gallery has the largest collection of Tiffany Glass in Europe.

We face many challenges as a borough, predominantly linked to deep-seated inequalities in health and deprivation. You will join us at an exciting time, as we progress our ambitious transformational Levelling Up plans to regenerate our main town centre and other parts of the borough. This includes a focus on culture and heritage as a driver for change and prosperity.

This role will have a direct link to the success of our corporate priorities, and ultimately to improving the quality of life for our residents.

# Our Values

Our future success will depend on the professionalism and dedication of our staff, as well as how we work collaboratively with partners and stakeholders. We aim for a supportive and friendly working culture, and strive to recruit people whose values align to our own.

## Customer Focus

We will make best use of our resources to support the delivery of excellent services to our customers. We will treat each customer as a valued individual and show sensitivity to their needs and differences.

## Integrity

We will always try to do the right thing. We will act and communicate honestly and openly, honour our commitments and be accountable for our actions.

## Positive Attitude

We will be proactive and optimistic in finding solutions to challenges, open to improved ways of working and to updating our knowledge and skills to meet these changes.

## Teamwork

We promote a friendly and supportive working environment. We will work together across teams, services and with partners to achieve the objectives of the Council and the best outcomes for our customers.

# The Role

We have an exciting opportunity to join our Environmental Protection Team to support the Council's aim of ensuring a safe, healthy and sustainable environment for all those that live and work in our area.

This role is permanent and full time.

Our Environmental Protection Team sits within our Environmental Health service area. The Service is committed to delivering high quality services that meet the needs of our community. We have an exciting opportunity to join our Environmental Protection Team.

The successful candidate will contribute to the Service's objectives by undertaking investigations and activities to achieve regulatory compliance. Your work will range from providing informal advice to taking formal action and prosecution in accordance with codes of practices, guidance, and appropriate policies. The team deal with areas of Environmental Protection including statutory nuisance, noise nuisance, air, land and water pollution, private water supplies, air quality and contaminated land.

If you thrive in taking the initiative, getting things done and would like to make a real difference, we would like to hear from you.

The ideal candidate will be an excellent team player, be competent to deal with complex casework and have very good verbal and communication skills. You will need to be organised and motivated and be able to work on your own initiative.

If you have the right experience and feel your skills and experience match the requirements, we would be eager to hear from you.

# Your Salary and Benefits

## Salary

Grade 9 SCP 28-31  
£39,152 - £41,771 Per annum

## Hours of Work

37 hours, on a flexible working time system. This allows choice over working time between 7.30am and 6.30pm, subject to business needs. There may be some occasional evening and weekend working will be needed, with time off in lieu. We pride ourselves on our approach to flexible working and are open to discussions around alternative working options. Please highlight any information regarding preferred flexible working arrangements during the recruitment process.

## Leave entitlement

Your leave allowance (pro-rata if part time) starts at 24 days, with an extra 2 days after working at Hyndburn for a year, as well as an extra 5 days when you have 5 years continuous local government service. This is in addition to public holidays and a 3 day closure around Christmas / New Year period.

## Pension

We will enrol you into the Local Government Pension Scheme on commencing employment. This is a "career average" scheme, which means you will build up benefits based on your pay each year. Your contributions depend on the level of your pay. We will also make employer contributions.

## Supportive Working Arrangements

We genuinely support flexible working practices to help you strike a good balance between your work life and your personal life. We have agreed a Smart Working Strategy which supports hybrid working, meaning you will have the opportunity to work from home for part of the week. We have a confidential 24/7 Employee Assistance Programme which can support you and household members through difficult patches, including counselling support.

## Learning and Development

We will support and encourage you to keep developing your skills and professional knowledge. We'll fund relevant training and provide in-house opportunities, including through the "Hyve", our access anywhere e-learning platform.

## Diversity and Inclusion

We value diversity and inclusion. We know we can't stand still on this; we try to keep improving. We want all our staff to feel valued and respected and to see this as a great place to work. We'd love our workforce to better reflect the communities we serve. We welcome applications from candidates from under-represented groups, including people with disabilities or from ethnic minorities. **We offer a guaranteed interview to anyone with a disability who can show they meet the the essential criteria - we'll ask you to indicate on the application form if this applies.**

## Other Benefits

Other benefits include free car parking, a leave purchase scheme, reduced leisure membership, credit union, access to discounts, health cash plan, access to physiotherapy / osteopathy treatment, and death in service benefit (separate from the pension scheme).

# How to Apply

To apply for this role, please complete our application form via the Jobs section of our website:

<https://www.hyndburnbc.gov.uk/hyndburn-borough-council-homepage/vacancies-and-apprenticeships/>

The form includes space for a supporting statement where you should explain how you meet the requirements listed on our job description and person specification, which you'll find on the following pages. We're keen to know what makes you right for the job you're applying for. You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and candidate pack). And instead of simply telling us, show us: use real life examples of where you've used a certain skill or how you've practically applied your experience.

This supporting statement is a really important part of the selection process so make sure you keep your statement **relevant** and **concise**. Think about what we need to know about you and what you'd bring to the role and our organisation.

## **Equality Monitoring Questions**

We're committed to improving our workplace representation so we reflect the diverse communities we serve and we'd really appreciate it if you could tell us about certain equality characteristics on your application form. This information will not be shared with the people making decisions on shortlisting or who to appoint. This will help us assess whether there may be any barriers to people applying or being successful in their application, based on equality characteristics.

## **Submitting your application**

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done. If, at any stage, you have questions or problems, please contact HR at [recruit@hyndburnbc.gov.uk](mailto:recruit@hyndburnbc.gov.uk)

We'll normally get back to you within a couple of weeks at the most if you've been shortlisted for interview.

**Good luck!**

## Hyndburn Borough Council Job Description

<b>Job Title:</b>	Environmental Control Officer (EHO Pollution Control)
<b>Post No.:</b>	EH022
<b>Service:</b>	Environmental Health
<b>Agreement:</b>	NJC For Local Government Services
<b>Range:</b>	Grade 9 SCP 27-30
<b>Other:</b>	Essential Car User Allowance Safety Critical role

### Organisational Relationships:

<b>Reports to:</b>	Environmental Health Manager – Environment Protection
<b>Supervises:</b>	None
<b>Coordinates with:</b>	Other members of Environmental Protection team, Other employees within the Authority. Also, representatives of external organisations and customers.
<b>Customer Focus:</b>	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 Objective(s):

- To be responsible for the Council's duties and services in respect of noise complaints, air pollution, atmospheric pollution control, private water supplies, contaminated land and inspection for environmental permitted processes.
- 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 noise, 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, licensing and contaminated land consultations and landfill gas issues.
6. Investigate and report on complaints of statutory nuisances including general public health problems and:-
  - Interpret and apply the law where necessary.
  - Serve legal notices.
  - Institute and monitor works in default where necessary and appropriate.
  - Liaise with Legal Services in the conduct of legal proceedings and act as expert witness in Court proceedings.
  - Applications to a JP for warrants to enter premises
7. Participate in the undertaking of air quality monitoring, the collation of results and the production of all required Air Quality reports, to the satisfaction of Defra. To assist other work areas with air quality work as it relates to other environmental initiatives or programs.
8. Prepare reports, monitor performance indicators and produce benchmarking statistics as and when required.
9. Investigation of drainage complaints including cess pools and septic tanks.
10. Issue legal notices for pollution control including contaminated land, prepare evidence for prosecutions, and appear in Court as a witness for the Council when necessary.
11. Make legal applications to enter premises for pollution control matters when necessary.
12. When required, carry out any of the stated duties and responsibilities outside normal office hours.
13. Prepare reports and discussion documents for the Council Leader, Portfolio Holder, Cabinet, Council Committees or the Environmental Protection Manager as appropriate.
14. To maintain lateral co-operation between the Services' various Divisions/ Sections, thereby maximising the Services' overall efficiency and effectiveness.
15. 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.
16. To attend Council Committees, Forums, Panels, Working Groups and public meetings as required.
17. To contribute to the development of Service Plans for the appropriate service area to help focus the Section on delivering a more effective and efficient service.
18. 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.
19. 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.
20. To assess own performance against business plans and targets.
21. To deal with colleagues openly and fairly at all times and support mutual respect within teams.
22. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
23. To undertake duties as required by line manager or the Head of Service.

*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 Performance & Development Reviews (PDR). 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*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.



<ul style="list-style-type: none"> <li>• 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</li> </ul>	✓		I
<ul style="list-style-type: none"> <li>• Possess good verbal communication skills and have the ability to liaise with external Agencies, Consultants, colleagues and the public</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>• Be able to work under your own initiative, with minimal supervision and work to deadlines and manage conflicting demands</li> </ul>		✓	A/I
<ul style="list-style-type: none"> <li>• Have a good working knowledge of GIS Mapping Systems</li> </ul>		✓	A/I
<ul style="list-style-type: none"> <li>• Have a good working knowledge of Environmental Health computer database systems, preferably Civica</li> </ul>			
<b>Additional Requirements:</b> <ul style="list-style-type: none"> <li>• 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).</li> </ul>	✓		R
<ul style="list-style-type: none"> <li>• A commitment to customer care and equal opportunities and an understanding of how to put these into practice.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>• Commitment to the principles of local democracy.</li> </ul>	✓		A/I
<b>Other:</b> <ul style="list-style-type: none"> <li>• Be willing to undertake out-of-hours work when required.</li> </ul>	✓		I
<ul style="list-style-type: none"> <li>• Own a car and have a current driving license</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>• Have a flexible attitude and display a practical approach to work</li> </ul>	✓		I

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**Together, we are  
building an ambitious  
and sustainable future  
for Hyndburn**

[www.hyndburnbc.gov.uk](http://www.hyndburnbc.gov.uk)