**Job Description**

**JOB TITLE :** Principal Environmental Health Officer

**GRADE :** J

**POST NO :** 2266

**SERVICE :** Environmental Health and Community Safety

**UNIT :** Neighbourhood Team

**REPORTS TO :** Environmental Health and Community Safety Manager

**RESPONSIBILE FOR :** All staff in the Neighbourhood Team

**LIAISON WITH :** Elected Members; residents; officers in other departments & local authorities; a wide range of external contacts in the public, private & voluntary sectors

PURPOSE OF JOB

Using discretionary and statutory powers; working as appropriate with all sectors of the community and with internal and external partners; maintaining and improving the quality and safety of residential properties, including residential mobile home sites.

To assist the Environmental Health and Community Safety Manager in providing a regulatory service and carrying out the Council’s statutory duties.

To act as professional lead in relation to nuisance, anti-social behaviour and home improvements and adaptations. To provide a proactive and reactive service with respect to anti-social behaviour and the investigation of routine environmental health complaints and statutory consultations.

GENERAL MANAGEMENT ACCOUNTABILITY

1. To the Environmental Health and Community Safety Manager in the effective development, management and implementation of legislative and other health initiatives of the team.
2. To represent the service on external strategic and policy groups as appropriate.
3. Line management of staff within the team, including being a point of expertise, guidance and advice on issues relating to nuisance, anti-social behaviour, home improvements and adaptations.

MAIN ACTIVITIES

1. In conjunction with the Environmental Health and Community Safety Manager to regularly review and update procedures.
2. To monitor, review and report upon the competence of staff undertaking inspections and visits and ensure that they receive appropriate training and support.
3. Assist in ensuring that the service is both reactive to complaints and enquiries as well as proactive in undertaking public health initiatives.
4. In conjunction with the Environmental Health and Community Safety Manager, liaison and collaboration with other agencies as part of a multi-disciplinary approach to the work of the team.
5. To take the lead on matters of more complex programmed and complaint audits, inspections, surveys and investigations under all the relevant environmental health legislation.
6. Monitor the quality of casework for complaint investigations in order to ensure a consistent application of the Council’s Enforcement Policy; scrutinize prosecutions in this regard, before submission to the Environmental Health and Community Safety Manager.
7. Liaison and collaboration with other agencies as part of a multi-disciplinary approach to the work of the team where necessary, ensuring the relevant referals are made to appropriate support agencies when vulnerabilities are identified.
8. Prepare case reports, prosecution files and briefings for legal representatives and make recommendations for legal proceedings including the initial determination as to whether there is sufficient evidence and if the case is in the public interest to pursue.
9. In conjunction with the Environmental Health and Community Safety Manager, ensure that developments and changing requirements in legislation are continually reviewed.
10. Assist the Environmental Health and Community Safety Manager with the collation, analysis, interpretation and reporting of statistical data for the Council and other regulatory authorities.
11. Act as "prime-mover" for any special projects associated with the work of the Section, overseeing the delivery of campaigns and education initiatives with businesses, residents and targeted groups to raise and improve levels of public health within the city.
12. To co-ordinate and assist in staff training programmes (including EH student training).
13. Assist with out-of-hours duties as required and assisting with incidents as defined under the emergency plan. This includes coordinating with other agencies, liaising with other council departments and ensuring that the service delivers the optimal response possible to the emerging incident.
14. The post holder is responsible for the implementation of safe systems of work and the application of established health and safety procedures. The post holder 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 the Council’s undertaking.
15. Any other duties consistent with the responsibilities of a post holder operating at this level in the organisation.

DATE LAST UPDATED: June 2020

**Person Specification**



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|  | **CRITERIA** | **ESSENTIAL (E)**  **DESIRABLE (D)** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS & KNOWLEDGE** | BSc/Diploma in Environmental Health and EHORB Certificate of Registration | E | A, C, I, R |
| HHSRS certified. | E | A, C, I, R |
| Additional professional qualification e.g. Diploma in Acoustics, Diploma in Air Pollution Control or equivalent relevant qualification. | D | A, C, I, R |
| Able to demonstrate up to date training and knowledge through CPD record. | E | A, C, I, R |
| **EXPERIENCE & SKILLS** | A minimum of 4 years’ experience in the relevant work field OR a minimum of 2 years’ post EHRB registration experience. | E | A, I, R |
| Practical experience in general environmental health enforcement. | E | A, I, R |
| Knowledge of Environmental Health and the issues which affect Environmental Health policy | E | A, I, R, T |
| Practical experience of researching, preparing and conducting environmental health campaigns / educational initiatives. | E | A, I, R, T |
| Experience of project management and leadership in an Environmental Health context. | E | A, I, R, T |
| Ability to motivate others in an environment of continuous change and improvement. | E | A, I, R, T |
| Possess good inter-personal, communication and presentation skills. | E | A, I, R, T |
| Good IT skills, including Microsoft Office and similar applications. | E | A, I, R, T |
| Experience of providing evidence-based policy advice to decision makers. | E | A, I, R, T |
| Ability to produce high quality, accurate work to tight timescales. | E | A, I, R, T |
| **SPECIAL REQUIREMENTS & ATTITUDES** | A positive, flexible and enthusiastic approach to work with the ability to inspire and enthuse a team. | E | A, I, R |
| A “can do approach” to service provision. | E | A, I, R, T |
| Self-motivated to carry out duties with the minimum of supervision. | E | A, I, R, T |
| Ability to influence and communicate at all levels across the Council. | E | A, I, R, T |
| Ability to deliver the service in an innovative way. | E | A, I, R |
| **OTHER** | Willingness to work non-standard hours when necessary. | E | A, I, R |
| Full driving licence. | E | A, C |

**COMPLETED BY:** Service Lead -Environmental Health and Community Safety

**DATE:** June 2020

**CATEGORY:** A – Application, C - Certificates, T – Testing, I – Interview, R - Reference