



Job description

Job title: Environmental Protection Officer
Post No:
Grade: Career Grade 9-10
Directorate: Regulatory Service
Reports to: Environmental Health Team leader

Purpose of the job

Under the supervision of the Environmental Health Team Leader, carry out all duties in respect of the enforcement of relevant legislation, regulations and codes of practice in accordance with Council policy and practices, in respect of premises or land so as to provide an efficient and effective service.

Main areas of responsibility

To carry out daily tasks and special projects related to the Environmental Health service including investigate complaints of statutory nuisance such as noise, odour, and bonfires and taking enforcement action where necessary.

The lead officer for responding to Development control and licensing consultations.

Facilitating stakeholder engagement for Safety Advisory Groups to ensure events are compliant with licensing and statutory noise nuisance requirements, by working with event organisers and Safety Advisory Groups in the development of satisfactory noise management plans and monitoring of events.

The lead officer for statutory duties, including inspection and enforcement of Environmental Permitting, Air Quality and Contaminated Land.

To enforce the licensing of caravan and camping sites under appropriate legislation and guidance.

Gathering and preparation of evidence to support legal proceedings. Have a thorough knowledge of the Police and Criminal Evidence Act (PACE) and the requirements of the regulation of Investigatory Powers Act (RIPA).

Knowledge and experience of case preparation, production of correspondence and reports as required to managers, Committees, Appeal Hearings and Courts of Law.

Have the ability to manage a complex caseload and prioritise work effectively

to deliver the required outcomes.

Exercise appropriate statutory enforcement powers having regard to relevant authorisations, inspect to ensure compliance with permit requirements and organise and undertake sampling and monitoring programmes, including the interpretation of results and instigation of remedial action.

Maintain detailed and accurate records of all work and maintain the computer database system in accordance with agreed procedures.

To effectively operate and maintain air pollution and noise monitoring equipment and complete appropriate noise assessments for statutory nuisance.

Respond to requests for environmental information.

Work independently (including regular lone working) in a variety of sometimes challenging environments and at night. For example, outdoors in different weathers and a range of homes and businesses. You will be required to work out of normal hours/attend evening meetings/work weekends and /or bank holidays as part of their role.

Confident working both in a team and independently

Flexible attitude and able to work under pressure. Ability to take initiative and work autonomously within the boundaries of the role.

Self-driven and results orientated with a positive outlook and clear focus on service improvements and customer excellence.

Good report writing and presentation skills, being able to deliver to all levels of the organisation including Members and other external organisations.

Excellent communication and inter-personal skills alongside technical expertise to negotiate, establish and support complex partnerships and networks.

Plan and carry out general administrative duties for the service area including but not restricted to responding to correspondence, producing documents and raising orders.

To continually review the effectiveness of the service area and develop strategies which promote a culture of continuous improvement.

To be financially aware and ensure that the council operates a customer focused but cost-effective enforcement service.

To take appropriate action to ensure the Council policy and procedures aimed at promoting and safeguarding the welfare of vulnerable children and adults are met.



Person specification

Hold a Diploma in Environmental Health or Degree in Environmental or equivalent qualification and/or a Post Grad qualification in Acoustics and be registered with the Chartered Institute of Environmental Health.

Demonstrate competence in appropriate Environmental Health work including work statutory nuisance and anti-social behaviour, pollution control, planning consultations and caravan site licensing.

Demonstrate competency in taking formal action including prosecutions. Comprehensive experience in carrying out investigations of alleged incidents and requests for service.

Knowledge of current issues in statutory nuisance and anti-social behaviour, pollution control, planning consultations and caravan site licensing.

Extensive experience in the use of noise monitoring equipment and (interpretation of results and production of reports).

Good report writing and presentation skills, being able to deliver to all levels of the organisation including Members and other external organisations.

Have the ability to manage a complex caseload and prioritise work effectively to deliver the required outcomes.

Maintain detailed and accurate records of all work and maintain the computer database system in accordance with agreed procedures.

Demonstrate competency in Word, Access, Excel and PowerPoint.

Demonstrate excellent inter-personal skills.

Be self-motivated with drive and enthusiasm to work as part of a team but retaining the ability to act on personal initiative and to manage effectively own workload.

Demonstrate the ability to take account of strategic and long- term issues.

To be able to work under pressure and meet deadlines.

Must have a current Driving licence and access to a vehicle for site visits and inspections.

Career Grade Structure

Band 9 – Environmental Health Officer or Environmental Health Protection Officer

- A registered EHP accredited by the CIEH or with the Chartered Institute of Environmental Health, including the work based learning and professional examination.
- Post Grad qualification in Acoustics.
- Development of adequate specialist knowledge and competence in service of notices and/or competence in taking prosecutions by gathering and giving evidence.
- Satisfactory competence and performance in consistently meeting performance targets in processing workload.
- Dealing with a variety of reactive work e.g. requests for service and pro-active work e.g. inspections
- Development of and involvement in pro-active educational and promotional activities
- Processing and presenting evidence for Court Cases and Planning and/or Licensing Hearings
- Preparing responses to complaints and Ombudsman investigations

Band 10 - Environmental Health Officer/Senior Environmental Health Protection Officer

As band 9 plus:

- Development towards becoming a Chartered Environmental Health Practitioner, or commitment to further specialism in area of technical expertise.
- Satisfactory competence and performance in consistently meeting performance targets in processing workload.
- Dealing with a variety of reactive work e.g. requests for service and pro-active work e.g. inspections.
- Carrying out complex assessments and preparing the associated technical reports.
- Analysis of complex technical reports submitted through planning or other similar strands of work.
- The induction, support development of more junior staff

- Development of and involvement in pro-active educational and promotional activities.
- Ability to take the lead in Emergency Prohibition cases and other similar enforcement work.
- Proactive involvement in improving service delivery.
- Processing and presenting evidence for Court Cases and Planning and/or Licensing Hearings.
- Preparing responses to complaints and Ombudsman investigations.
- Preparation of committee reports and occasional presentation of such a report at Committee.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

Criminal background check

Safeguarding children and adults is of utmost importance at Melton. This role has been identified as requiring a Disclosure and Barring Service (DBS) check. It is an obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status while employed.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and

procedures.

Date reviewed: 06.02.2024

Reviewing Manager: Joanne Belcher and Kathrine Allen