

## **JOB DESCRIPTION**

<b>Directorate:</b>	Chief Executive's
<b>Division:</b>	Environmental Health
<b>Post No. &amp; Job Title:</b>	H79 - Senior Environmental Health Officer (Environmental Protection)
<b>Grade:</b>	Grade 13
<b>Responsible to:</b>	Chief Environmental Health Officer
<b>Responsible for:</b>	Environmental Protection Staff (EHO's/EHTO's and Apprentice)
<b>Main purpose of the job:</b>	To support the Chief Environmental Health Officer by the day to day management of the Environmental Protection team to ensure the effective and efficient use of resources. To carry out a range of Environmental Health duties as required including managing a caseload).

### **Main Duties and Responsibilities:**

1. Manage, on a day-to-day basis, all employees of the specialist section that carries out the Directorate's duties and functions in connection with pollution and public health matters (including statutory nuisance, noise, odour, drainage, air quality, air pollution, contaminated land, environmental permitting, private water supplies, health promotion and licensing and planning consultations).
2. Ensuring all investigations and enforcement work undertaken by the team are progressed in a timely, legally compliant manner.
3. Ensure the efficient and effective use of resources available to the section.
4. Assist in the determination of objectives and operational policy in conjunction with the Head of Service for the section and in the setting of targets and monitoring the progress of work against the agreed targets to ensure targets are met.
5. Advise all relevant employees in the section on all legislation, codes of practice and relevant guidance affecting the work of the section.

6. Identify and manage the training needs of all employees in the section including trainees and apprentices and so far as is practicable assist in the fulfilment of those needs.
7. Represent the Directorate and the Borough Council at meetings, both internal and external, including meetings held out of normal office hours.
8. Prepare reports and collate data as required for committees, Government Departments and other bodies including the organising of relevant public consultations to meet statutory requirements (where required).
9. To carry out the Council's responsibilities in relation to general public health matters, including: -
  - a) Carrying out investigations and preparing letters, schedules of work and statutory notices in connection with nuisances, drainage, filthy and verminous premises and anti-social behaviour.
  - b) Overseeing public health funerals.
  - c) Air Quality, including monitoring and reporting.
  - d) Noise.
  - e) Processing and management of functions relating to permitted processes and associated returns.
  - d) Implementing smoke free and clean air act legislation and enforcement.
  - e) Responding to planning and licensing consultation where the department act as a statutory consultee.
  - f) Providing advice to the Council on all issues relating to contaminated land including further the Council's contaminated land strategy and associated functions.
9. To lead or assist officers in complex casework in respect of environmental protection matters.
10. To organise and supervise the carrying out of works in default and reimbursement.
11. To carry out general Environmental Health duties and ensure safe systems of work covering Environmental Protection Team functions including air, environmental and visits to commercial and domestic premises.
12. To manage budgets, equipment, income and expenditure in relation to environmental protection functions, including identifying and coordinating funding bids and execution of any projects where funding is successful.
13. To ensure a co-ordinated approach to work across all environmental health teams and private sector housing, deputising for the Senior EHO (Food, Occupational Safety and Licensing) and the Private Sector Housing Manager as required.
14. To provide a link between the Environmental Protection team and the Communities team in respect of anti-social behaviour cases, and other relevant issues.

15. To provide a link between the Environmental Health Protection team and the Licensing team in respect of noise and anti-social behaviour associated with premises subject to the Licensing Act and Temporary Event Notices.
16. To give advice to members of the public, businesses and organisations regarding the above aspects of environmental health.
17. To take an active part in health education and promotion initiatives, and give advice to members of the public, businesses, and organisations regarding all aspects of environmental health.
18. To maintain accurate records, and to prepare written statements of evidence in connection with legal proceedings and make court and tribunal appearances, as necessary.
19. To liaise and work in partnership with outside bodies, in particular the Environment Agency, DEFRA, Severn Trent Water and the Drinking Water Inspectorate including the submission of returns where appropriate.
20. Act as a system administrator for the computerised system in use within the Section.
21. Receive and respond as appropriate to emergency telephone calls out of normal office hours.
22. To carry out any other work within the scope and grading of the post as may be reasonably required by the Chief Environmental Health Officer or Management Team.

### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

### **SPECIAL CONDITIONS**

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

The post holder must be a qualified Environmental Health Officer either registered with the Environmental Health Officers' Registration Board or Environmental Health Practitioner Register.

### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

### **NOTE**

The above job description sets out the main responsibilities of Senior Environmental Health Officer Post but should not be regarded as an exhaustive list of the duties that may be required.

As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.