Job description

Job title: Environmental Health Officer
Grade: Dorset Grade 11
Job evaluation reference: NE272
Job family: Natural Environment

This job description comprises generic core duties applicable to all designated Environmental Health Officer roles at this level within the Community and Public Protection and Housing directorates of Dorset Council. In addition, duties specific to the post are included in a context statement. The duties allocated may be changed from time to time to reflect the changing needs of council

Purpose and impact

To provide excellent customer service, specialist advice and technical support and promote the work of the Council, its purpose, aims and values.
Within the authorisations given and under the direction of the line management, to undertake a range of administrative and enforcement responsibilities designed to protect the health of the public and maintain environmental quality. To act as lead on assigned specialist subjects and the more complex or contentious cases.
To work flexibly and contribute as one team in order to meet the demands on the service.

Key responsibilities

1. Carry out and be accountable for an allocated case load of service requests, inspections, sampling and monitoring regimes over a wide range of environmental disciplines. These will include the more complex cases and where difficult or involved discussions and decisions may be necessary.

2. Deliver customer focused specialist advice and assistance to a broad range of stakeholders.

3. Work within the statutory framework set out in various statutes and laws and exercise a wide degree of professional judgement and autonomy in deciding appropriate action. Keep up to date with competency requirements, relevant statutory legislation, best practice and technical or procedural guidance.

4. As directed by the line manager, to development policies and strategies for effective service delivery. Contribute to the maintenance, improvement and implementation of change throughout the Council.

5. Prepare detailed and accurate reports and maintain and update records, complete returns and carry out related duties, ensuring the maintenance of quality data.

6. Carry out informal and formal enforcement actions as required and as delegated including prohibition and prosecution proceedings. Undertake and manage the collection and preparation of evidence for legal proceedings to be taken by the



council in formal settings such as at the Magistrates Court, Residential Property Tribunal or committee hearings. Use professional judgement in recommending or pursuing a formal course of action, taking into account severity of alleged offences or defects and the impact on the public good.

7. Identify and develop the planning and preparation of any courses, seminars, exhibitions and campaigns that are required. Support knowledge transfer and learning and development for other colleagues.

8. Establish and maintain effective working relationships, representing the service in a professional capacity internally and with a range of external agencies and enforcement bodies, contracted services, community and voluntary groups. Act as a statutory consultee to other services as required.

9. Make effective use of the Council's IT systems and work in line with the Council's policies and procedures

10. Take responsibility for the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.

11. Participate in a positive safety culture to protect themselves, colleagues and other people affected by the Councils activities.

12. Analyse and interpret complex data, write and create reports using that data and analysis for use by managers.

13. Undertake projects and initiatives as directed. Act as a lead officer in respect of identified functions or legislative areas and give advice to management as appropriate in these area.

14. Provide professional support and guidance to the Senior Technical Officers and Technical Officers within the team.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Team Leader

Responsibility for: No Line Management responsibility
Support and training of officers within the team.

Other factors

Resources

- Responsible for the safe keeping and correct use of appropriate equipment, including general agile working devices and specialist/ technical equipment.
- Responsibility for controlled stationary issued such as PACE notebooks and FPN books and ensure that all data is keep securely.



- Collection of relevant fees (appropriate to specialist roles)

Working Environment

- Remote and lone working is required to carrying out inspections, investigations, enforcement at premises outside the control of the authority, including domestic, commercial, outdoor and remote sites. Some work will be in adverse or unpleasant environments.
- Both office and field based with occasional need to work outside normal weekday hours.
- The post requires a lot of walking and standing throughout the day, with some degree of bending and occasional lifting.
- Must have an appropriate driving licence or have access to a form of transport that allows them to fulfil the full range of duties.

Contacts and Relationships

- Extensive public contact. Officers may experience conflict in carrying our enforcement duties.
- Working with other enforcement bodies, agencies and partners.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	**Assessed through:**
1. Degree / MSC or Diploma in Environmental Health.	Application form
2. Specific roles may require additional qualifications.	Application form
3. Up to date relevant CPD record	Application form
Experience	
4. A broad range of experience working in a related Environmental Health discipline.	Application form
5. Investigative and enforcement situations and techniques.	Application form
6. Using Environmental Health databases.	Application form
7. Using specialist Environmental Health equipment and tools.	Application form
8. Analysing data, undertaking research effectively and using creative solutions.	Application form
9. Newly qualified officers will be considered.	Application form
Knowledge	
10. In depth knowledge of relevant legislation, codes and guidance including PACE.	Application form Interview Assessment
11. Laws of evidence and investigative and inspection techniques.	Application form Interview Assessment
12. Sampling procedures.	Application form Interview Assessment
13. Up to date working knowledge on IT applications including digital platforms and social media.	Application form Interview Assessment
Skills and abilities	
14. Able to support a working culture that is professional, organised and works calmly whilst often under pressure to meet deadlines.	Interview Assessment
15. Excellent inter-personal skills and able to communicate effectively at all levels.	Interview Assessment
16. Ability to research, accurately record information and write reports.	Interview Assessment



17. Ability to work both individually and as part of a team.	Interview Assessment
18. Ability to grasp technical details across a wide spectrum of legislation.	Interview Assessment
19. Competent in IT applications.	Interview Assessment
20. Presentation Skills.	Interview Assessment
Our values	
21. Respect	Interview Assessment
22. Together	Interview Assessment
23. Accountability	Interview Assessment
24. Openness	Interview Assessment
25. Curiosity	Interview Assessment
Other	
26. To be flexible with an adaptable approach to work when facing conflicting demands and deadlines.	Application form
27. To be confident and approachable.	Application form
28. To undertake training as required.	Application form
29. To undertake training as required.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	**Assessed through:**
30. Diploma in management qualification.	Application form
31. Membership of a relevant professional body.	Application form
32.	Application form
Experience	
33. Experience in dealing with complex investigations including a working knowledge of PACE, RIPA and a broad range of enforcement powers and sanctions.	Application form
34. Experience of supervising staff.	Application form
35. Experience of working in a political environment.	Application form
Knowledge	



36. Good awareness of regulatory and public health issues that affect Dorset communities.	Application form Interview Assessment
Skills and abilities	
37. Project Management.	Interview Assessment

Approval
Manager's job title: Laura Brewer / Janet Moore / Richard Conway
Date: 13-05-2020

