­**Job Description**

**Environmental Health Officer**

Level 12

**Responsible To: Responsible For:**

Environmental Health Manager **N/A**

**About the job:**

Under the guidance of the Environmental Health Manager, carry out a detailed duties of the Council’s environmental health function, duties including case management, inspections, investigations, legal proceedings and interventions in relation to, but not exclusively, the following statutes: Public Health Acts; Environmental Protection Acts, Food Safety Acts, Health and Safety at Work etc. Act, Housing Acts, Environment Act, Licensing Act, Anti-social Behaviour Acts and Industrial Emissions Directive as well as associated legislation in the general field of environmental health and public health.

**Role:**

* In response to customer enquiries, inspection programmes and service requests carry out inspections, investigations, enforcement of legislation, service of statutory notices, co-ordination of works in default of notices, prosecution proceedings, interventions, initiatives and education with regard to the following ;
* Noise and statutory nuisance, including the analysis of technical acoustic data
* Public Health, including foul and land drainage, state assisted funerals, pest control enforcement, filthy and verminous premises
* Housing Standards, including formal HHSRS inspections, identification of defect and category 1 & 2 hazards and productions of specifications and schedules of work, in private dwellings, Houses in Multiple Occupation and empty properties
* Food safety
* Health and safety at work
* Infectious diseases control
* PPC regulation/environmental permitting and Air Quality
* Animal Welfare
* Animal Activities Licensing
* Community Safety
* Private water supplies
* Climate Change
* Respond to consultations from Development Control and Licensing with respect to the environmental impact of residential, commercial and industrial development. Including the assessment of technical acoustic, air quality and lighting reports and scheme together with any issues relating to food safety.
* To coordinate, report and lead on individual projects identified in the Corporate Strategy, Community Safety Partnership and Business Plan, carrying out the appropriate research, liaison with colleagues in other authorities and relevant government departments to deliver those projects, which contribute to the team and directorate performance and priorities.
* To ensure that the team and individual performance targets are achieved, including statutory targets, such as completion of the inspection programmes by maintaining records of inspections, visits and actions.
* Determine and lead the most appropriate course of action and use of legislative tools, including obtain and preserve evidence in accordance with the Police and Criminal Evidence Act having regard to the Regulation of Investigatory Powers Act and the Code of Crown Prosecutors.
* Serve and issue statutory notices as required by the Food Safety Act 1990, Health and Safety at Work etc. Act 1974 Housing Act 2004, Environmental Protection Act 1990 and other environmental health and anti-social behaviour related legislation, and any other notices as specifically authorised by the Director of Communities and Lesiure.
* Lead on legal proceedings and default action in the case of non-compliance. Represent the Council as an expert witness in court including defending any appeals made in the higher courts.
* Review and assess cases and prosecution files, providing advice and support, ensuring the most appropriate and effective enforcement action is being pursued and case files are meet standards required by legal services.
* To respond to and represent the Council in emergency situations including but not limited to Operation Merlin (Chemical Incidents) and Radiation incidents. Maintain knowledge and technical expertise to assist in such incidents and exercises.
* Arrange and examine estimates, tenders and price specifications and process invoices in connection with all functions where the Council is undertaking works in default of enforcement action to ensure that expenditure represents value for money and can be justified to debtors. Take responsibility for assets, including cash and effects seized with regard to food safety, health and safety enforcement, state assisted funerals and equipment seizures.

* Support the Council’s Multi agency working, by managing cases referred into the team and also making referrals to other services. Leading on the support of vulnerable individuals through the process where Environmental and Public Health are the key factors in the case.
* Represent the Council at Environmental Health Lancashire (EHL) sub-group meetings and participate in task and finish projects, sharing data and best practice to support the work of EHL.
* To be responsible on site, for any staff, specialists, students or other persons authorised to accompany the officer.
* To carry out any other duties which are consistent with the nature, responsibilities, and grading of the post.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* Develop, strengthen and review processes and procedures.
* Ensure all Environmental Health processes meet the needs of customers within the resources available.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times

**You will play a key part in our organisational culture:**

* **Customer Focused -** We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service
* **Forward Thinking -** We solve difficult problems by being adaptable, resilient, and innovative
* **Working Together -** We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services
* **Making a Difference -** We make a positive difference for our communities by being helpful and going the extra mile
* **Delivering Quality Services -** We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome

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| **What the successful candidate will have:**

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| **Qualifications*** Have (or be working towards) the certificate of registration of the Environmental Health Officers Registration Board.  Obtained by either relevant Degree and Professional Examination or by the Diploma of the Environmental Health Officers Education Board (or equivalent experience).
* Up to date CIEH CPD record.
* A valid UK driving licence and ability to travel to locations throughout the Borough and elsewhere, or have equivalent mobility
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| **Experience*** Managing projects and contracts to ensure deliver value for money and achieve outcomes
* Operational experience in Environmental Health or Food / Occupational Health and Safety in a Local Authority environment
* Working with a range of partners
* Have experience of undertaking investigations, enquiries and developing solutions to environmental problems.
* Leading and supporting on corporate projects relating to Environmental Health
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| **Knowledge** * Knowledge of current Environmental Health issues affecting the brough including regulations, and standards
* To have up to date working knowledge of legislation, standards and procedures relating to environmental health disciplines such as pollution control, housing standards, food safety and health and safety.
* Ability to implement changes and demonstrate that is forward thinking
* Ability to manage a budget and allocate funds in accordance with guidelines and procedures
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| **Skills & Abilities*** Excellent communication skills both verbal and written.
* Work with the Team in a positive and constructive manner to achieve results.
* Excellent planning and organisation skills.
* Customer care skills
* Has to be able to operate as part of a team.
* Ability to use own initiative and make decisions
* Ability to communicate both verbally and in writing to all relevant parties / bodies
* Excellent organisational skills and ability to prioritise workload and meet deadlines and targets
* Ability to work under pressure, as a member of a team and independently
* Ability to deal with difficult customers
* Ability to operate within the Councils corporate policies and procedures and amend and develop relevant service procedures and policies when necessary
* Review plans and work specification and recommend amendments as required

Job Description Reviewed by: Jennifer Mullin Date: May 2024 |
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