

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Job Title: **Fixed Term Environmental Health (Protection) Officer (JHH)** Post No: **40001121**

Department: Housing and Environment

Grade: **7/8**

Reports to: Allocated Team Leader

1. **JOB PURPOSE**

To work within an assigned team undertaking proactive and reactive inspections, investigations and enforcement of regulations relevant to Environmental Health such as housing, environmental, waste, pollution, Licensing and port health matters as directed by Management, Council Policy, work programmes, procedures, practices and protocol. Undertaking project work and topical education and awareness initiatives as required.

2. **JOB ACTIVITIES**

- a) Planning and delivering pro-active inspection programmes
- b) Dealing with service requests, inspections and actions as required.
- c) To specialise and lead on a specific area as directed and in accordance with department and personal performance standards and targets.
- d) Interpreting legislation and guidance and giving advice on or enforcing relevant legislation.
- e) Organising and instructing at training courses (including presentations to organisations). Take a lead role in education and awareness campaigns along with the promotion of topical initiatives.
- f) The control, enforcement and issue of various licences, registrations, permits within specified service areas.
- g) Supporting and mentoring of technical staff including the provision of technical advice in order to ensure the delivery of a professional service.
- h) The preparation of legal cases and attendance at Court, or Industrial or Residential Property Tribunals.
- i) Dealing with any environmental health aspects of Planning/Building Regulations applications including commenting on applications in a professional manner.
- j) Administration, including; letter and report writing and keeping comprehensive electronic records.

k) Attendance at committees and other appropriate meetings as required, including the making of presentations to such groups.

l) Any other duties as may be required.

3. CORPORATE RESPONSIBILITIES

To contribute to best practice across the department reflecting the values of the Council.

To contribute to excellent performance on areas within the post holders responsibility.

To promote, apply and adhere to Council policies, procedures and schemes.
The post holder must ensure they understand the department aims and objectives and be able to relate their work to the Council's overall corporate strategy and priorities.

4. SPECIAL CONDITIONS

You may be required to attend evening meetings, to work all reasonable hours to ensure deadlines are met and attend out of hours emergencies from time to time.

You will be required to take part in the Council's standby / call out arrangements as organised by your manager.

You must keep up to date with and implement any changes in so far as they apply to you role either internally or externally.

You will be required to be able to drive and have access to a car for work purposes.

This job description is a guide to the duties the post holder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

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PERSON SPECIFICATION

Job Title: **Fixed Term Environmental Health Officer (JHH)** Post No: **40001121**

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

PROFESSIONAL & TECHNICAL DEVELOPMENT

- A CIEH accredited Degree or Diploma in Environmental Health
- Registration with the Chartered Institute of Environmental Health as a fully qualified EHO would be an advantage.
- GCSE (A* - C) English Language & Mathematics or equivalent
- Able to operate MS-Word, Excel & Outlook (a Level 2 IT qualification would be an advantage e.g. European Computer Driving Licence)
- Current full driving licence
- Eligible to work in the UK

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

1.1 Deciding and Initiating Action

- a. Makes prompt, clear decisions which may involve tough choices or considered risks
- b. Takes responsibility for actions, projects and people
- c. Takes initiative, acts with confidence and works under own direction
- d. Initiates and generates activity

3.2 Persuading and Influencing

- a. Makes a strong personal impression on others
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating
- c. Promotes ideas on behalf of self and or others
- d. Makes effective use of (internal) political processes to influence and persuade others

3.3 Presenting and Communicating Information

- a. Speaks clearly and fluently
- b. Expresses opinions, information and key points of an argument clearly;
- c. Makes presentations and undertakes public speaking with skill and confidence;
- d. Responds quickly to the needs of an audience and to their reactions and feedback;
- e. Projects credibility.

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly
- b. Writes convincingly in a engaging and expressive manner
- c. Avoids the unnecessary use of jargon or complicated language;
- d. Writes in a well-structured and logical way;
- e. Structures information to meet the needs and understanding of the intended audience.

4.2 Applying Expertise and Technology

- a. Applies specialist and detailed technical expertise;
- b. Develops job knowledge and expertise (theoretical and practical) through continual professional development
- c. Shares expertise and knowledge with others
- d. Uses technology to achieve work objectives;
- e. Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- f. Demonstrates an understanding of different organisational departments and functions.

4.3 Analysing

- a. Analyses numerical data, verbal data and all other sources of information
- b. Breaks information into component parts, patterns and relationships
- c. Probes for further information or greater understanding of a problem
- d. Makes rational judgements from the available information and analysis
- e. Produces workable solutions to a range of problems
- f. Demonstrates an understanding of how one issue may be a part of a much larger system.

Applicants should note:

- *That the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role that will be used in the on-going appraisal of the person appointed.*
- *The successful postholder will be expected to undertake the personal development necessary to meet fully the requirements of the Role Description and Person Specification e.g. gaining a qualification to validate knowledge obtained through experience.*
- *In the case of the appointment of an individual who does not hold full EHO status under the requirements of the CIEH they will be required to use the title "Environmental Protection Officer" until they complete their registration.*
- *Applicants should also take note of the requirements of the Career Grade for this post. The Career Grade details additional requirements that will be used to determine the pay rate on appointment and in the management of performance and pay progression after appointment.*