

**Job Description**

**Job Title:** Principal Environmental Health Officer (Environmental Protection and Pest Control)

**Salary Grade:** Grade 9

**SCP:** 37 - 41

**Job Family:** Regulation and Technical

**Job Profile:** RT 6

**Directorate:** Neighbourhoods

**Work Environment:** Agile

**Reports to:** Environmental Health Manager

**Number of Reports:** 5 - 20

**Purpose:**

To deliver a portfolio of projects, schemes, regulatory processes and functions.

* Manage, motivate and develop officers within the Environmental Health Section to ensure that the Section has the resources and capabilities it needs to deliver its key priorities
* Improve the quality of life of residents in terms of environmental health, support neighbourhood working and approach; and promote a customer- focused approach to service delivery

Responsible for supervising specialist areas of the environmental health function and deputising for the Environmental Health Manager

**Key Responsibilities:**

1. Lead on service improvements for Environmental Protection and Pest Control including informing the determination and setting of priorities and ensuring that services are provided efficiently and effectively, in line with legislation and service standards.
2. Provide management and support the development of Environmental Health Officers, Technical Officers and Technical Assistants. Responsible for directing and allocating work, monitoring performance and service standards.
3. Responsible for the delivery of specific environmental health functions which include but are not limited to environmental protection, statutory nuisance, contaminated land, environmental permitting, planning consultations, noise, air quality and pest control.
4. To be the Council’s expert advisor and responsible for the provision of technical and specialist knowledge and expertise and support in relation to Environmental Protection and Pest Control with cross over experience and knowledge to enable cover as required. To be aware of the consequences of actions and operate professionally and sensitively when leading on statutory duties that may have severe local and national impacts
5. Manage and undertake the investigations, inspections and consultations. Undertake enforcement action in line with the Enforcement Policy and make recommendations for prosecution and/or Works in Default where appropriate.
6. Interpret and analyse legislation and produce commensurate procedures and protocols that are easily understood. Review strategies, policies and priorities for the Section, identifying changes required to ensure that officers are appraised of legislative or technological changes and equipped to satisfy local and national priorities.
7. Provide detailed technical advice and guidance to the Section with regard to legislation, enforcement action and correspondence to ensure that effective action is taken and there is a consistency of approach.
8. Undertake inspections, sampling, investigations and consultations to determine compliance with legislation and regulatory conditions. To determine and take appropriate enforcement action in accordance with Council policy.
9. Attend court as required for prosecutions, obtaining warrants and submitting applications for surveillance authorisations.
10. Promote and deliver advice and information to improve regulatory compliance and increase public awareness of the services provided. Ensure that adequate customer and stakeholder engagement takes place to help ensure service delivery takes accounts of their needs.
11. Pro-actively identify opportunities to engage with stakeholders. Prepare reports, and briefings as required for committees, management teams, etc.
12. Represent the Service at local and national meetings, forums, events, committees and public forums as required.
13. Manage expenditure and income within the service areas to agreed budgets.
14. A commitment to continuous improvement.
15. To promote and champion a positive organisation- wide culture that reflects the Council’s values

**Other Duties**

1. Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council.
2. Comply with the principles and requirements of the Freedom of Information Act 2000
3. Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.
4. Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
5. Undertake responsibility for the implementation of the Council’s Equal Opportunities policy in employment and service delivery.
6. Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
7. Comply with the principles and requirements in relation to the management of Council records and information; respect the privacy and personal information held by the Council.