



## **JOB DESCRIPTION**

<b>POST TITLE</b>	Technical Officer
<b>DIRECTORATE</b>	Environment
<b>GRADE / SALARY</b>	Grade 11
<b>RESPONSIBLE TO</b>	Residential or Commercial Team Leader
<b>RESPONSIBLE FOR</b>	

## **JOB PURPOSE**

To effectively carry out the responsibilities of either the Commercial or Residential Team, delivering statutory and non-statutory functions including in the Commercial team food safety, workplace health and safety, private water supplies, infectious disease control, animal welfare licensing and the regulation of cosmetic treatments; and in the Residential Team environmental protection, statutory and public nuisance, public health, private sector housing, housing assistance, contaminated land, air quality, environmental permitting and the regulation including licensing of caravan sites.

The post holder is expected to support the Team Leader and Environmental Health Officers in meeting objectives and priorities of their team and the Service.

## **DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST**

1. To be competent to carry out the relevant functions of either the Commercial or Residential Teams.

2. Undertake inspections, visits, interventions and investigations in accordance the Environmental Health Service functions, regulatory role and priorities.
3. To have knowledge of and be able to interpret and assist with the interpretation of relevant legislation and guidance
4. Implement and assist with the implementation of special projects in response to new legislation and other matters to improve service delivery; produce reports and give presentations as appropriate.
5. Where appropriate carry out and assist with legal investigations including taking statements, gathering evidence and preparing investigation reports/case files; provide recommendations in respect of legal action to the Commercial or Residential Team Leader or Environmental Health Manager in accordance with relevant legislation, guidance and the Directorate Enforcement Policies. Attend and give evidence in court proceedings.
6. Liaise with internal and external stakeholders and ensure an effective response to public demand and ensure that good public relations are maintained including attending public and other meetings and events to promote the Service where appropriate.
7. Co-operate in the management of the Service to implement service and operational work plans and other policies and procedures as appropriate.
8. Participate in the overall provision of services by contributing to the various communication and ICT systems within the Council; and carry out administrative duties commensurate with the post and ensure that accurate records are maintained compliant with legal standards including the submission or assisting with the submission of statutory returns to the relevant Government agencies and responding to requests for information held by the Service where appropriate.

## **CORPORATE RESPONSIBILITIES**

- To comply with the requirements of Health and Safety legislation, including HDC's Policy & Procedure
- To comply with the requirements of Data Protection legislation, maintaining confidentiality at all times
- To comply with the Council's commitment to Equality and Diversity
- To comply with all policies and procedures of HDC relevant to the role
- To undertake learning and development activities which will enhance your capabilities and the overall capacity and performance of the Council

- To undertake other duties relevant to and commensurate with the pay grade of the post
- To comply with and work to the spirit of the Organisational Values – see list below

## ORGANISATIONAL VALUES

- **OPEN** – honest and transparent in the provision of our services to the community
- **RESPONSIBLE** – and accountable for our actions as individuals and as an organisation
- **CUSTOMER FOCUSED** – and committed to providing and improving upon a high quality, customer focused service
- **FAIR** – to all on an equal basis
- **RESPECTFUL** – and value our work colleagues and stakeholders

Job Description agreed by post holder

Name (print) .....

Signed .....

Date .....

