 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Adults & Health		Service Area: Environmental Health
JOB TITLE: Public Nuisance Officer		
GRADE: J		
REPORTING TO: Environmental Health Team Manager		
1.	JOB SUMMARY: The post holder will be attached to the Public Nuisance, Animal Health/Welfare & Pest Control Manager of the Environmental Health Unit. The post holder will ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton-On-Tees Borough Council.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	Deal with complaints and undertake any necessary inspections, site visits, meetings and research to ensure an effective and thorough investigation under the appropriate supervision and commensurate with the post holder's qualifications and experience relating to Public Nuisance, Filthy & Verminous, Rodent, Drainage complaints
	2	Manage a personal caseload and ensure all records are kept up to date and accurate, to achieve personal performance targets and contribute to service objectives
	3	Complete any correspondence and case records required throughout investigations and support other staff in the progression of cases and the preparation of Statutory Notices and prosecution files as appropriate.
	4	Collect evidence and support investigative interviews in accordance with formal procedures, including Police and Criminal Evidence Act 1984 and all other relevant legislation.
	5	Undertake programmed and reactive inspections and visits in accordance with service objectives, relevant legislation, guidance and powers
	6	To arrange and supervise the carrying out of works in default and subsequent reimbursement and recovery of costs
	7	Assess reports and documents as required by consultations and investigations and compile any necessary correspondence/reports, providing appropriate advice or recommendations.
	8	Carry out routine and non-routine monitoring and sampling as and when required including relevant data analysis and interpretation where necessary
	9	To liaise and work in partnership with outside bodies, in particular Northumbria Water, Environment Agency and other stakeholders

	10	Implementation of enforcement, contractual and advisory procedures and policies in relation to Environmental Protection Law, including E.C. Directives Regulations and associated legislation, U.K. Acts, Regulations, Codes of practice and Guidance Notes etc.
	11	Keep up to date with all relevant legislation, practices and policies and contribute to the development of any service changes and improvements
	12	Instigation and implementation, of specific projects designed to enhance the Unit's effectiveness in meeting statutory obligations and achieving key objectives.
	13	Provision of advice and support with regard to Environmental Health issues in emergency situations as detailed in the Council's Major Incident Plan.
	14	Work outside normal working hours as required by the needs of the service.
	15	Contribute to the design, implementation and development of systems and procedures.
	16	Representing the Department at Council, Committee or other meetings, at Court etc. as required.
	17	Promote and maintain at all times good relations with the public including participation in any promotional or publicity exercises and to give formal lectures, talks on aspects of Environmental Health or Public Health work as determined by Management
	18	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authority's health and safety rules and legislative requirements.
	19	To assist in the training and development of staff including the personal assessment of team members and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
	20	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
	21	To assist, as required, in other areas of Environmental Health Work including Animal Welfare, Pest Control & Animal Health.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Stephen Donaghy		
Job Description agreed by: (Post holder)

Job Description dated

September 2022

PERSON SPECIFICATION


Job Title/Grade	Environmental Health Officer / Senior Environmental Health/Protection Officer (Environmental Protection)	I
Directorate / Service Area	Adults & Health	Environmental Health
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Educated to Degree or Diploma level in an Environmental Health related discipline or relevant experience of working in an Environmental Health Department.	Additional specific qualifications Evidence of Continuing Professional in a relevant area	Application form
Experience	Experience of the working knowledge of an Environmental Health Unit and of Local Government in general.	Experience of gathering evidence for legal proceedings and the use of formal enforcement powers Ability to resolve difficult situations including dealing with challenging individuals	Application / Interview

<p>Knowledge & Skills</p>	<p>Working knowledge of the operation of the Environmental Health function.</p> <p>Up to date understanding of current Environmental Health legislation and issues.</p> <p>Ability to contribute to the design, implementation and development of systems and procedures.</p> <p>Ability to communicate with the public and other officers, including presentation of formal talks on Environmental Health topics.</p> <p>Ability to work with limited supervision.</p> <p>Organisational skills to prioritise and manage workloads.</p> <p>IT literate with the knowledge and ability to use Microsoft Office products, in particular Word, Excel, PowerPoint and Outlook.</p>	<p>Previous experience of using Civica / Flare</p> <p>Knowledge of investigation techniques and legal processes.</p> <p>Aware of current issues in Environmental Health, particularly related to the functions of the Public Nuisance Team</p>	
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Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.	An objective and rational approach to decision making and problem solving.	Application / Interview
Other requirements	Must be able to work outside normal working hours as required Own transport/current full UK driving licence in order to undertake site investigations across the district.		Application / Interview

Person Specification dated September 2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE:	SERVICE AREA:
JOB TITLE: Public Nuisance Officer	
GRADE: J	
REPORTING TO: Mark Berry	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	N
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	N
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	N
Is required to drive an HGV/LGV/PCV/Minibus	N
Is required to undertake agriculture, horticulture or gardening work	N
At risk from noise that might affect an employee's health (will be required to wear ear protection)	N
Will be exposed to vibration likely to be above the exposure action level.	N
Is exposed to hazardous substances as detailed in Appendix 1	Y
Is likely to be exposed to asbestos	N
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	Y
May be exposed to lead or lead based products	N
Will handle food	N
Will require a health assessment for regular night working	N
Will be required to undertake the Display screen equipment training	Y
Other known risks – please detail	N
No known risks associated with this role	N

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: S DONAGHY

Date:26/10/22