



JOB DESCRIPTION

Division / Department

JOB TITLE: Senior Environmental Health Officer

DIVISION: Public Protection

GRADE: Band 12

RESPONSIBLE TO: Environmental Health Manager

POST REFERENCE: 103162

Purpose of Post

- To carry out enforcement duties with regard to Environmental Protection issues.
- To provide professional and technical advice.
- To supervise the work of technical and other support staff allocated to the section

Key Relationships

- To work with all sections of the community, including businesses, individuals & groups in promoting compliance with relevant legislation.
- To work in partnership with other agencies to co-ordinate programmes of work.
- To establish & maintain liaison with all relevant agencies.
- To liaise with other council services to ensure efficient & effective service delivery.

Main Duties and Responsibilities

- To carry out inspections, visits, investigations and other relevant activities in relation to environmental protection & licensing.
- To take appropriate enforcement action under relevant legislation.
- To organise, undertake and/or oversee sampling and any necessary subsequent action required.

- To assist in the planning, research and implementation of the sampling plan, surveys and projects and the reporting of such.
- To develop, organise and implement educational, advisory and promotional activities.
- To assist in the development of the Council's air quality management strategy
- To examine and comment upon planning act consultations received in the Department in accordance with the Departments stated performance indicators.
- To liaise with the Emergency Planning Officer, assisting in the formulation of Council and Department emergency plans and observe any instruction / directions during emergency situations.
- To comment upon applications for Part A and Part B processes, waste management licences, radioactive substances and other consultations received from the Environment Agency.
- To supervise, advise, guide and monitor the functions and performance of technical and other support within the section.
- To oversee and carry out the investigation of certain infectious/notifiable diseases.
- To assist and contribute to the aims, targets and objectives of the Division, Development, Neighbourhoods and Regulatory Service department and the Council.
- To provide professional and technical advice.
- To establish and develop effective working relationships with other council services and outside organisations.
- To prepare bids for resources, and in the completion of relevant monitoring returns.
- To produce policies and procedures.
- To deputise for the Environmental Health Manager (Environmental Protection) in relevant subject areas.
- To prepare cabinet and other reports and attend meetings as required.
- To maintain and develop professional competence to the standards required by the Chartered Institute of Environmental Health CPD scheme.
- To oversee and carry out the investigation of accidents reported to the Division.

- To supervise and/or carry out related administrative work.
- To participate in staff development in the section.
- To assist in the formulation and implementation of suitable training programmes in respect of Student/graduate Environmental Health Officers
- To carry out any other duties reasonably expected of an Environmental Health Officer, and which might reasonably be required or allocated by more senior staff.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.