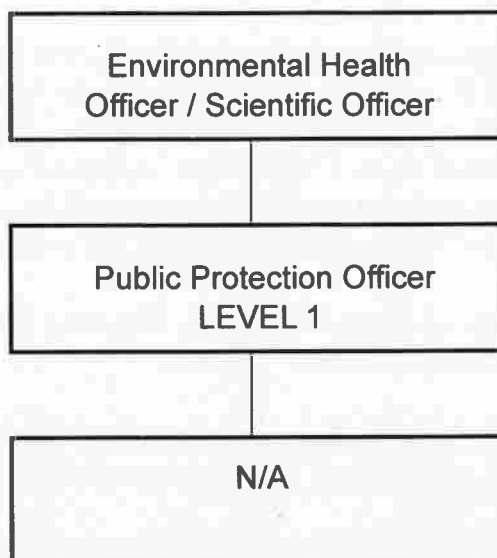




Job Description & Person Specification

Post Title	Public Protection Officer (Level 1)				
JE Reference	X169	Grade	E	SCP Range	17 - 19

Reporting line:



Job Purpose:

To carry out enforcement activity around alleged breaches of Environmental Health, Environmental Protection or Housing Standards legislation. Conduct investigations as appropriate under the direction of Environmental Health Officers or Scientific Officers. Undertake alternative enforcement activity as required in the form of projects aligning to our local priorities.

Keep apprised of Environmental Health, Environmental Protection, Housing Standards legislation, relevant criminal procedure rules as appropriate and be able to use various IT systems as required.

Relationships:

Accountable to: Environmental Health Officer / Scientific Officer

Accountable for: N/A

General Contacts: Other officers within the Service, to interact effectively with staff and Elected Members at all levels within the authority. To communicate professionally with people outside of the authority, including Police and Fire Services, other public bodies, MHCLG, HO, EPA, FSA etc, industry, landlords, land owners and businesses and members of the public.

1. To undertake, as required a full range of Environmental Health / Environmental Protection / Housing Standards regulatory work (as appropriate), in accordance with legislation, for the purpose of discharging statutory duties, including the preparation and service of statutory Notices.
2. Undertake investigations in relation to service requests received and carryout the proportionate enforcement of Environmental Health / Environmental Protection / Housing Standards legislation (as required), using all formal and informal steps as appropriate.
3. Undertake investigations and prepare prosecution reports, including interviews under formal caution, under the general supervision of senior officers, suitable for submission into the court system, evaluating the evidence presented and the suitability of prosecution as a formal action, adhering to the relevant civil and criminal procedure rules and public interest test, in a proportionate and transparent manner. Represent the council in court or at Tribunals.
4. Manage a caseload of service requests, ensuring each is progressed in a proportionate manner and timely fashion.
5. Monitor compliance of legal Notices and similar as part of the stepped approach to enforcement, in accordance with Service Enforcement Policies.
6. Participate in projects in a range of Environmental Health / Environmental Protection / Housing Standards areas (as appropriate) including engagement with residents, businesses and other agencies.
7. Provide advice to both public, trade, landlords and residents in respect of Environmental Health / Environmental Protection / Housing Standards areas (as appropriate).
8. Remain appraised of legislative updates and changes, ensuring at all times that legislative procedures and policies are adhered to.
9. Assist Team Managers and senior officers to prepare reports for committees and scrutiny.
10. Work in partnership with other local authority services, agencies, partners, and local communities, as appropriate to align to our corporate and local priorities. Assist in the development and distribution of information to advise residents, landlords and business (as appropriate) of the work undertaken by the Service and outcomes achieved.
11. To enter, in a timely manner, all work in progress and completed, onto relevant databases.
12. Accurate maintenance of appropriate records and compile reports as required for internal and external purposes.

13. To work outside of normal office hours, including where appropriate night and weekend work as required to fulfil the duties commensurate with the post. e.g. Environment Agency Bathing Water season, short-term pollution notification scheme.
 14. The above duties and responsibilities cannot totally define all the tasks that may be required of the post holder. The duties will therefore vary from time to time without materially changing their level of responsibility.
-

General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post.
 2. To ensure that the Council's corporate Health & Safety policy is followed, and training is undertaken in all pertinent health and safety procedures.
 3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.
 4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
 5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
 6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
 7. To ensure the highest standards of customer care are met at all times.
 8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
 9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management, and use of data.
 10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may need safeguarding.
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Last Updated: 2026

Author: E Grunert

POST TITLE	GRADE
Public Protection Officer (Level 1)	E

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
EXPERIENCE	• Experience in the enforcement or administration of local authority legislation. • Knowledge of relevant Environmental Health, Environmental Protection, Housing Standards legislation and government guidance (as appropriate). • Experience of communicating effectively with a wide range of stakeholders. • Experience of multi-agency working. • Knowledge of building construction and inspection techniques (as appropriate).	• An ability to demonstrate an understanding of organisation work issues and policy. • Practical understanding of HHSRS in the inspection of residential premises. • Practical application of food and health and safety legislation. • Detailed understanding of legislation, regulations and codes of practice relevant to taking enforcement action in relation to Environmental Health, Environmental Protection, Housing Standards.	A, I, R.

		• Experience of preparing and producing case files for court and to give evidence, as necessary. • Practical understanding of ASB / statutory nuisance controls and enforcement options.	
SKILLS AND ABILITIES	• Well organised, able to prioritise and organise own workload and meet deadlines. • Good communication / interpersonal skills, both written and verbal. • Ability to produce accurate reports to strict and tight deadlines. • Ability to use relevant IT packages including word / excel. • Ability to make timely decisions in a clear and logical manner. • Able to implement systems and procedures. • Ability to work independently and as part of a team to contribute to Service objectives. • Ability to work in a busy environment both inside and outdoors and also within business and at residential premises. • Ability to interpret legislation or procedural guidance. • Good analytical and problem-solving skills. • Good influencing and persuasive skills. • High level of accuracy and attention to detail. • Flexible approach to change. • Determination to achieve targets.	• Ability to negotiate in a multi-agency setting. • Ability to use technical equipment and tools with precision. • Knowledge of relevant database e.g CIVICA, GIS etc. • An ability to deal with difficult situations in a clear, open-handed manner.	A, I.

EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	• Knowledge and experience of Environmental Health, Environmental Protection, Housing Standards legislation. • Minimum of 4 GCSEs (Grade 4/C or above) including English and Maths (or equivalent). • Knowledge of data protection principles and confidentiality requirements.	• Regulatory background in a relevant environmental health, environmental protection, housing standards setting. • Knowledge and experience of legal processes including the Police and Criminal Evidence Act, the Investigatory Powers Act and the Criminal Procedures and Investigations Act and other relevant legislation covering the investigation of offences. • Evidence of further study in Environmental Health, Environmental Protection, Housing Standards related subjects. • Building or Technical Fire Safety qualification. • Knowledge of GIS applications.	A, I, C, R
OTHER REQUIREMENTS	• Flexible approach to work by responding to the needs of the services including requirements to work beyond normal working hours. • Commitment to own continuous personal and professional development. • Strong team player, committed to an ethos of continuous improvement. • Full UK driving licence. • Excellent interpersonal skills. • Recognition of need for / maintenance of confidentiality.	• Evidence of own continuous personal and professional development. • Experience of managing sensitive data.	A, I, C

COMMITMENT TO EQUAL OPPORTUNITIES	• Commitment to equal opportunities and the ability to recognise the needs of different service users.	• Evidence of having completed training in equality and diversity awareness.	A,I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	• Commitment to provide a customer focussed service.	• Evidence of surpassing customer expectations or service targets / goals.	A,I

METHOD OF ASSESSMENT: (*M.O.A.)

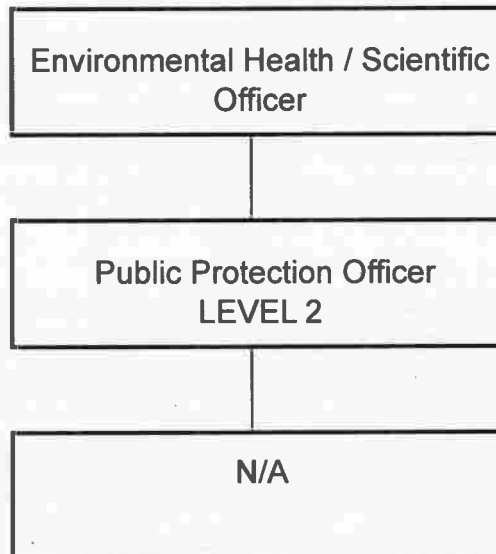
A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE R = REFERENCE



Job Description & Person Specification

Post Title	Public Protection Officer (Level 2)				
JE Reference	X170	Grade	E+	SCP Range	20 - 22

Reporting line:



Job Purpose:

To carry out enforcement activity around alleged breaches of Environmental Health, Environmental Protection or Housing Standards legislation. Conduct investigations as appropriate under the direction of Environmental Health Officers or Scientific Officers. Undertake alternative enforcement activity as required in the form of projects aligning to our local priorities.

Keep apprised of Environmental Health, Environmental Protection, Housing Standards legislation, relevant criminal procedure rules as appropriate and be able to use various IT systems as required.

Relationships:

Accountable to: Environmental Health Officer /Scientific Officer

Accountable for: N/A

General Contacts: Other officers within the Service, to interact effectively with staff and Elected Members at all levels within the authority. To communicate professionally with people outside of the authority, including Police and Fire Services, other public bodies, MHCLG, HO, EPA, FSA etc, industry, landlords, land owners and businesses and members of the public.

Key duties and responsibilities:

1. To undertake, as required a full range of Environmental Health / Environmental Protection / Housing Standards regulatory work (as appropriate), in accordance with legislation, for the purpose of discharging statutory duties, including the preparation and service of statutory Notices.
2. Undertake investigations in relation to service requests received and undertake the proportionate enforcement of Environmental Health / Environmental Protection / Housing Standards legislation (as required), using all formal and informal steps as appropriate.
3. Undertake investigations and independently prepare prosecution reports, including interviews under formal caution, suitable for submission into the court system, evaluating the evidence presented and the suitability of prosecution as a formal action, adhering to the relevant civil and criminal procedure rules and public interest test in a proportionate and transparent manner. Represent the council in court at Tribunals.
4. Lead and participate in projects in a range of Environmental Health / Environmental Protection / Housing Standards areas (as appropriate) including engagement with residents, businesses and other agencies.
5. Provide advice to both public, trade, landlords and residents in respect of Environmental Health / Environmental Protection / Housing Standards areas (as appropriate).
6. Remain appraised of legislative updates and changes, ensuring at all times that legislative procedures and policies are adhered to.
7. Work in partnership with other local authority services, agencies, partners, and local communities, as appropriate to align to our corporate and local priorities. Assist in the development and distribution of information to advise residents, landlords and business (as appropriate) of the work undertaken by the Service and outcomes achieved.
8. Manage a caseload of service requests, ensuring each is progressed in a proportionate manner and in a timely fashion.
9. Monitor compliance of legal notices and similar as part of the stepped approach to enforcement, in accordance with Service Enforcement Policies.
10. Accurate maintenance of appropriate records and compile reports as required for internal and external purposes.
11. Assist Team Managers and senior officers to prepare reports for committees and scrutiny.
12. To work outside of normal office hours, including where appropriate night and weekend work as required to fulfil the duties commensurate with the post. e.g.

13. The above duties and responsibilities cannot totally define all the tasks that may be required of the post holder. The duties will therefore vary from time to time without materially changing their level of responsibility.

General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council's corporate Health & Safety policy is followed, and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management, and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may need safeguarding.

POST TITLE	GRADE
Public Protection Officer (Level 2)	E+

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
EXPERIENCE	- Significant experience in the enforcement or administration of local authority legislation. - Significant knowledge of relevant Environmental Health, Environmental Protection, Housing Standards legislation and government guidance (as appropriate). - Experience of preparing and producing case files for court and to give evidence, as necessary. - Experience of conducting PACE (Police and Criminal Evidence Act) interviews, of those suspected to be involved in breaches of legislation.	- Experience of Disclosure requirements and adhering to the Attorney General Guidelines and Criminal Procedure rules and requirements. - An ability to demonstrate an understanding of organisation work issues and policy. - Detailed understanding of legislation, regulations and codes of practice relevant to taking enforcement action in relation to Environmental Health, Environmental Protection, Housing Standards.	A, I, R

	• Practical understanding of HHRS in the inspection of residential premises (where appropriate). • Knowledge of building construction and inspection techniques (as appropriate). • Experience in the inspection of commercial premise to identify contraventions and list of remedial actions. (as appropriate) • Experience of communicating effectively with a wide range of stakeholders. • Experience of multi-agency working.		
SKILLS AND ABILITIES	• Well organised, able to prioritise and organise own workload and meet deadlines. • Excellent communication / interpersonal skills. • Ability to produce accurate reports to strict and tight deadlines. • Ability to use relevant IT packages including Word / Excel / Civica. • Ability to make timely decisions in a clear and logical manner. • Able to implement systems and procedures. • Ability to work alone and contribute to team objectives. • Ability to work in a busy environment, sometimes outdoors and also within business premises. • Ability to negotiate in a multi-agency setting.	• Ability to deal with difficult situations in a clear, open-handed manner. • Ability to work alone and contribute to work objectives.	A, I

	• Determination to achieve targets. • Flexible approach to change. • Ability to use technical equipment and tools with precision. • Ability to provide written advice and guidance to businesses / landlords, ensuring that the advice is comprehensive and fit for purpose.		
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	• Significant knowledge of legal processes including the Police and Criminal Evidence Act, Investigatory Powers Act and Criminal Procedures and Investigations Act. • Significant knowledge for assessing proportionality and necessity for obtaining personal and sensitive data under enabling legislation such as the Data Protection Act 2018 and the Human Rights Act. • Minimum of 4 GCSEs (Grade 4/C or above) including English and Maths (or equivalent). • Regulatory background in a relevant Environmental Health, Environmental Protection, Housing Standards setting. • Practical understanding of ASB / statutory nuisance controls and enforcement options. • Hold relevant vocational Environmental Health Qualification (Equivalent Level 3 -5) e.g. • Certificate of Competence in practical training in Noise Assessment and Standards; OR	• Knowledge and experience of legal processes including the Police and Criminal Evidence Act, the Investigatory Powers Act and the Criminal Procedures and Investigations Act and other relevant legislation covering the investigation of offences. • Evidence of further study in Environmental Health, Environmental Protection, Housing Standards related subjects. • Building or Technical Fire Safety qualification. • Knowledge of GIS applications.	A, I, C, R.

	➤ Regulatory Compliance Officer; OR ➤ Successful completion of at least Year 1 of BSC (Hons) Environmental Health or relevant equivalent.		
OTHER REQUIREMENTS	• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours. • Commitment to own continuous personal and professional development. • Strong team player, committed to an ethos of continuous improvement. • Full driving licence. • Able to self-motivate and to plan and then deliver a personal workload. • Excellent interpersonal skills. • Recognition of need for / maintenance of confidentiality. • To be flexible in occasionally working outside normal office hours. • Experience of managing sensitive data and developing intelligence data.	• Evidence of own continuous personal and professional development.	A, I, C
COMMITMENT TO EQUAL OPPORTUNITIES	• Commitment to equal opportunities and the ability to recognise the needs of different service users.	• Evidence of having completed training in equality and diversity awareness.	A, I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	• Commitment to provide a customer focussed service.	• Evidence of surpassing customer expectations or service targets / goals.	A, I

METHOD OF ASSESSMENT: (*M.O.A.)

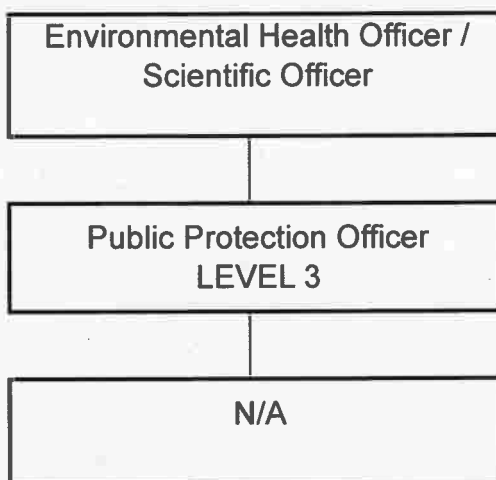
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Job Description & Person Specification

Post Title	Public Protection Officer (Level 3)				
JE Reference	X171	Grade	F	SCP Range	23 - 25

Reporting line:



Job Purpose:

To carry out under own initiative enforcement activity around alleged breaches of Environmental Health, Environmental Protection or Housing Standards legislation. Conduct investigations as appropriate with minimal direction of Environmental Health Officers or Scientific Officers. Undertake alternative enforcement activity as required in the form of projects aligning to our local priorities. Lead on projects within the Borough in line with local and national priorities.

Keep apprised of Environmental Health, Environmental Protection, Housing Standards legislation, relevant criminal procedure rules as appropriate and be able to use various IT systems as required.

Relationships:

Accountable to: Environmental Health Officer / Scientific Officer

Accountable for: N/A

General Contacts: Other officers within the Service, to interact effectively with staff and Elected Members at all levels within the authority. To communicate professionally with people outside of the authority, including Police and Fire Services, other public bodies, MHCLG, HO, EPA, FSA etc, industry, landlords, land owners and businesses and members of the public.

Key duties and responsibilities:

1. Undertake complex criminal investigations and independently prepare as appropriate criminal prosecution reports, including interviews under formal caution, suitable for submission into the court system, evaluating the evidence presented and the suitability of prosecution as a formal action, adhering to the relevant civil and criminal procedure rules and public interest test in a proportionate and transparent manner, including disclosure. Represent the council in court at Tribunals.
2. To undertake, as required a full range of environmental health/environmental protection/housing standards regulatory work (as appropriate), in accordance with legislation, for the purpose of discharging statutory duties, including the preparation and service of statutory Notices.
3. Lead on formal interviews under PACE (Police and Criminal Evidence Act) and ensure such adhere to all legislative requirements.
4. Undertake investigations in relation to service requests received and undertake the proportionate enforcement of Environmental Health / Environmental Protection / Housing Standards legislation (as required), using all formal and informal steps as appropriate.
5. Lead on projects in a range of Environmental Health/ Environmental Protection / Housing Standards areas (as appropriate) including engagement with residents, businesses and other agencies deliver projects in a range of Environmental Health areas.
6. Provide advice to both public, trade, landlords and residents in respect of Environmental Health / Environmental Protection / Housing Standards areas (as appropriate).
7. Keep apprised of Environmental Health / Environmental Protection / Housing Standards legislation (as appropriate) and criminal procedure rules ensuring at all times that legislative procedures and policies are adhered to.
8. Work in partnership with other local authority services, agencies, partners, and local communities, as appropriate to align to our corporate and local priorities. Assist in the development and distribution of information to advise residents, landlords and business (as appropriate) of the work undertaken by the Service and outcomes achieved.

9. Accurate maintenance of appropriate records and compile reports as required for internal and external purposes, including reports for prosecution.
10. Manage a caseload of service requests, ensuring each is progressed in a proportionate manner and in a timely fashion.
11. Monitor compliance of legal notices and similar as part of the stepped approach to enforcement, in accordance with Service Enforcement Policies.
12. Assist Team Managers and senior officers to prepare reports for committees and scrutiny.
13. To work outside of normal office hours, including where appropriate night and weekend work as required to fulfil the duties commensurate with the post. e.g. Environment Agency Bathing Water season short-term pollution notification scheme.
14. The above duties and responsibilities cannot totally define all the tasks that may be required of the post holder. The duties will therefore vary from time to time without materially changing their level of responsibility.

General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council's corporate Health & Safety policy is followed, and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.

9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management, and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may need safeguarding.

Last Updated: 2026

Author: E Grunert

POST TITLE	GRADE
Public Protection Officer (Level 3)	F

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A
	Essential	Desirable	
EXPERIENCE	- Substantial experience in the enforcement or administration of local authority legislation. - Substantial experience of partnership working, including developing alternative enforcement actions, and meeting joint targets. - Significant experience and knowledge of Environmental Health, Environmental Protection, Housing Standards legislation (as appropriate) and enforcement of this legislation. - Significant experience of preparing and producing prosecution files for court and adhering to the attorney general guidelines and disclosure requirements. Experience of undertaking complex criminal investigations,	- Ability to demonstrate significant experience in Environmental Health, Environmental Protection, Housing Standards enforcement activity. - Able to demonstrate extensive experience of working within Environmental Health, Environmental Protection, Housing Standards environment.	A, I, R.

	resulting in prosecution of offenders, under own direction with minimal supervision. • Experience of Disclosure requirements and adhering to the Attorney General Guidelines and Criminal Procedure rules and requirements. • Significant experience of leading of conducting PACE (Police and Criminal Evidence Act) formal interviews of suspects suspected to be involved in breaches of Environmental Health, Environmental Protection, Housing Standards legislation. • Significant experience of the court process relating to an Environmental Health, Environmental Protection, Housing Standards investigation / proceedings (as appropriate).		
SKILLS AND ABILITIES	• Ability to work alone and make informed decisions in relation to the progression of criminal investigations and / or proceedings. • Well organised, able to prioritise and organise own workload and meet deadlines. • Excellent communication / interpersonal skills. • Ability to produce accurate reports to strict and tight deadlines. • Ability to use relevant IT packages including Word / Excel / Civica. • Ability to make timely decisions in a clear and logical manner. • Able to implement systems and procedures.		A, I.

	• Ability to work alone and contribute to team objectives. • Ability to work in a busy environment sometimes outdoors and also within business premises. • Ability to negotiate in a multi-agency setting. • Ability to work and meet statutory deadlines and at all times demonstrate efficiency when conducting investigations. • Ability to provide written advice and guidance to residents / businesses / landlords, ensuring that the advice is comprehensive and fit for purpose.	
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	• Significant knowledge of legal processes including the Police and Criminal Evidence Act, Investigatory Powers Act and Criminal Procedures and Investigations Act • Significant knowledge for assessing proportionality and necessity for obtaining personal and sensitive data under enabling legislation such as the Data Protection Act 2018 and the Human Rights Act. • Minimum of 4 GCSEs (Grade 4/C or above) including English and Maths (or equivalent) • Very good standard of education demonstrating good literacy and numeracy skills. • Knowledge of GIS applications.	• Building or Technical Fire Safety qualification. A, I, C, R.

	- Regulatory background within the Environmental Health, Environmental Protection, Housing Standards. - Hold relevant vocational Environmental Health Qualification (Equivalent Level 3 -5) e.g. ➤ Certificate of Competence in practical training in Noise Assessment and Standards; OR ➤ Regulatory Compliance Officer; AND/OR ➤ Successful completion of at least 2 Years of BSC (Hons) Environmental Health or relevant equivalent.		
OTHER REQUIREMENTS	- Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours. - Commitment to own continuous personal and professional development. - Strong team player, committed to an ethos of continuous improvement. - Full driving licence. - Able to self-motivate and to plan and then deliver a personal workload. Excellent interpersonal skills. - Recognition of need for / maintenance of confidentiality. - To be flexible in occasionally working outside normal office hours. - Evidence of own continuous personal and professional development.		A, I, C

	• Experience of managing sensitive data and developing intelligence data.		
COMMITMENT TO EQUAL OPPORTUNITIES	• Commitment to equal opportunities and the ability to recognise the needs of different service users.	• Evidence of having completed training in equality and diversity awareness.	A,I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	• Commitment to provide a customer focussed service.	• Evidence of surpassing customer expectations or service targets / goals.	A,I

METHOD OF ASSESSMENT: (*M.O.A.)

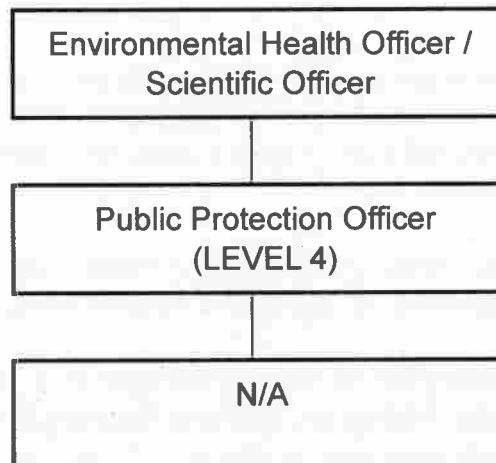
A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE R = REFERENCE



Job Description & Person Specification

Post Title	Public Protection Officer (Level 4)				
JE Reference	X172	Grade	F+	SCP Range	25 - 27

Reporting line:



Job Purpose:

To carry out under own initiative enforcement activity around alleged breaches of Environmental Health, Environmental Protection or Housing Standards legislation. Conduct investigations as appropriate, with minimal direction of an Environmental Health Officer or Scientific Officers. Undertake alternative enforcement activity as required in the form of projects aligning to our local priorities. Provide written advice and guidance to businesses, residents and landlords and owners (as appropriate). Lead on projects within the Borough in line with local and national priorities.

Keep apprised of Environmental Health, Environmental Protection, Housing Standards legislation (as appropriate) and criminal procedure rules as appropriate and be able to use various IT systems as required.

Relationships:

Accountable to: Environmental Health Officer / Scientific Officer

Accountable for: N/A

General Contacts: Other officers within the Service, to interact effectively with staff and Elected Members at all levels within the authority. To communicate professionally with people outside of the authority, including Police and Fire Services, other public bodies, MHCLG, HO, EPA, FSA etc, industry, landlords, land owners and businesses and members of the public.

Key duties and responsibilities:

1. Undertake complex criminal investigations and prepare as appropriate and necessary criminal prosecution reports suitable for submission into the court system, evaluating the evidence presented and the suitability of prosecution as a formal action, adhering to criminal procedure rules, proportionality, and transparency in proceedings including disclosure and the Attorney General Guidelines.
2. Utilise additional competency in an environmental health, environmental protection, housing standards related specialist area, providing support and assistance where required to on-going criminal investigations, projects, and service delivery priorities.
3. Lead on formal interviews under PACE (Police and Criminal Evidence Act) and ensure such adhere to all legislative requirements.
4. Lead on projects delivered to the community in a range of Environmental Health, Environmental Protection, Housing Standards areas (as appropriate).
5. Assist with examining and commenting on planning and building regulation application consultations (as appropriate).
6. Provide advice to both public, trade, landlords and residents in respect of Environmental Health/ Environmental Protection / Housing Standards areas (as appropriate).
7. To formulate and plan the undertaking of necessary and proportionate enforcement of environmental health, environmental protection, housing standards legislation through visits to trade premises, residential premises, and all other relevant means to secure and collate evidence and / or intelligence.
8. Keep appraised of Environmental Health, Environmental Protection, Housing Standards legislation and criminal procedure rules as appropriate and be able to use various IT systems as required.
9. To enter, in a timely manner, all work in progress and completed onto relevant databases.
10. Maintain appropriate records and compile reports as required for internal and external purposes, including reports for prosecution.
11. To work outside of normal office hours, including where appropriate night and weekend work as required to fulfil the duties commensurate with the post. e.g.

Environment Agency Bathing Water season short-term pollution notification scheme.

12. The above duties and responsibilities cannot totally define all the tasks that may be required of the post holder. The duties will therefore vary from time to time without materially changing their level of responsibility.

General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council's corporate Health & Safety policy is followed, and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management, and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may need safeguarding.

Last Updated: 2026

Author: E Grunert

POST TITLE	GRADE
Public Protection Officer (Level 4)	F+

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A
	Essential	Desirable	
EXPERIENCE	• Extensive experience in the enforcement or administration of local authority legislation. • Extensive experience of partnership working, including developing alternative enforcement actions, and meeting joint targets. • Ability to demonstrate extensive experience of working within Environmental Health, Environmental Protection, Housing Standards environment. • Ability to demonstrate significant experience in multiple areas of Environmental Health, Environmental Protection, Housing Standards enforcement activity (as appropriate). • Significant experience of preparing and producing complex prosecution files for court and adhering to the attorney general		A, I, R.

	guidelines and disclosure requirements, resulting in the prosecution of offenders, under own direction with minimal supervision. • Extensive experience in the enforcement or administration of local authority legislation. • Experience of Disclosure requirements and adhering to the Attorney General Guidelines and Criminal Procedure rules and requirements. • Significant experience of leading of conducting PACE (Police and Criminal Evidence Act) formal interviews of those suspected to be involved in breaches of Environmental Health, Environmental Protection, Housing Standards legislation. • Significant experience of the court process relating to an Environmental Health, Environmental Protection, Housing Standards investigation / proceedings.		
SKILLS AND ABILITIES	• Ability to work alone and make informed decisions in relation to the progression of criminal investigations and / or proceedings. • Well organised, able to prioritise and organise own workload and meet deadlines. • Excellent communication / interpersonal skills. Ability to produce accurate reports to strict and tight deadlines. • Ability to use relevant IT packages including Word / Excel / Civica. • Ability to make timely decisions in a clear and logical manner. • Able to implement systems and procedures.	A, I.	

	• Ability to work alone and contribute to team objectives. • Ability to work in a busy environment. sometimes outdoors and also within business premises. • Knowledge of IDB database. • Ability to negotiate in a multi-agency setting. • Ability to work and meet statutory deadlines. and at all times demonstrate efficiency when conducting investigations. • Ability to provide written advice and guidance to residents / businesses / landlords, ensuring that the advice is comprehensive and fit for purpose.		
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	• Substantial knowledge of legal processes including the Police and Criminal Evidence Act, Investigatory Powers Act and Criminal Procedures and Investigations Act. • Substantial experience of assessing proportionality and necessity for obtaining personal and sensitive data under enabling legislation such as the Data Protection Act 2018 and the Human Rights Act. • Excellent standard of education demonstrating good literacy and numeracy skills. • Regulatory background within the Environmental Health, Environmental Protection, Housing Standards Service. • Knowledge and extensive use of GIS. • Hold a recognised formal qualification, to degree level (level 6), relating to		A, I, C, R.

	Environmental Health, Environmental Protection, Housing Standards OR Qualified to a degree level in an appropriate and relevant qualification.		
OTHER REQUIREMENTS	• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours. • Commitment to own continuous personal and professional development. • Strong team player, committed to an ethos of continuous improvement. • Full driving licence. • Able to self-motivate and to plan and then deliver a personal workload. • Excellent interpersonal skills. • Recognition of need for / maintenance of confidentiality. • To be flexible in occasionally working outside normal office hours. • Evidence of own continuous personal and professional development. • Experience of managing sensitive data and developing intelligence data.		A, I, C
COMMITMENT TO EQUAL OPPORTUNITIES	• Commitment to equal opportunities and the ability to recognise the needs of different service users.	• Evidence of having completed training in equality and diversity awareness.	A, I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	• Commitment to provide a customer-focused service.	• Evidence of surpassing customer expectations or service targets / goals.	A, I

METHOD OF ASSESSMENT: (*M.O.A.)

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE R = REFERENCE