Job Description

Post Title	Senior Environmental Health Officer
Job Evaluation	N11267
Grade	12
Service	Neighbourhoods & Environment
Service Area	Community Protection
Reporting to	Relevant Team Leader
Location	Your normal place of work will be Annand House, Meadowfield, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (DBS)	This post **is not** subject to a disclosure.
Flexitime	This post **is** eligible for flexitime
Politically restricted	This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State

Description of role

The postholder will primarily work within one of three specialist service areas within the Community Protection Service.

The postholder will undertake a range of duties and responsibilities commensurate with qualifications and experience in relation to Community Protection services.

Duties and Responsibilities

- Responsible for the delivery of an integrated / locality place-based services within the Community Protection Services in accordance with service policies and procedures, and within the legislative framework, using the full range of enforcement powers, advice and education.

- Contribute to the development of strategies, policies and procedures to make County Durham a healthy and safe place, and to work in partnership with others to promote community and economic wellbeing, and to protect and improve the health and quality of life of those who live, visit and work in County Durham.

- Contribute to the corporate emergency planning response for the management of major incidents at an operational level and support the service leads, the Civil Contingencies Unit and Public Health team to prepare, respond and recover from pandemics, other bio-security risks and acts of counter terrorism.

- The postholder will play an integral role in the delivery of the Council's Local Outbreak Control Plan and will work alongside the core Public Health teams to prevent and contain notifiable and infectious disease outbreaks and any emerging public health risks that threaten the health of the general population.

- Maintain in-depth technical knowledge within a specialist area to ensure effective service delivery and standards.

- To interpret and implement service procedures, legal requirements and statutory guidance and other information within a specialist service area.

- Preparation and presentation of information on relevant issues for health promotion purposes including material for publication, guidance and advice.

- To respond to requests for services outside of normal working hours, this may require the post holder to undertake certain duties and responsibilities at unsocial times including evenings and weekends.

- To ensure compliance with regulatory frameworks and develop, implement and review operational service plans, policies and procedures relevant to the functions of the section.

- Assist in the implement the Community Protection Workforce Development and Retention Plan 2021-2026 within the relevant service teams ensuring employees are supported and encouraged in their ongoing development.

- To supervise, monitor, coach, train and mentor employees in accordance with personal development programmes.

- To ensure the needs of our customers are considered at all times to enable the Council to deliver customer focussed services in line with customer needs.

- Liaise with relevant organisations and represent the Council at meetings with external stakeholders as required.

- Responsibility for assisting the Team Leader in managing budgets

- Provide advice as required on matters related to specialist service area. Communicate effectively in speech and writing, including drafting reports and dealing with correspondence.

- Presentation of reports at, meetings of the Cabinet, Overview and Scrutiny panels and other Committees as directed by the Head of Community Protection.

- Ensure compliance with all Health and Safety legislative requirements including undertaking risk assessments and implementation of safe systems of work in accordance with Council policies and procedures.

- To engage with all relevant stakeholders and seek opportunities for partnership working and to raise the profile of the service

- Responsibility for generation of income.

- To represent the Council and to attend Court as necessary in any legal proceedings relating to the service

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	• Degree or Diploma in Environmental Health • Registered with EHRB as an EHP	• Relevant post graduate certificates e.g. Diploma In Acoustics, NEBOSH Diploma etc. • Membership of CIEH / Chartered Status of CIEH
Experience	• Post Graduate experience in relevant service area (s). • Experience of local government structure and operation • Local Government and associated policy and procedures • In depth experience of carrying out complex or technical investigations, inspections/interventions, and associated work in relevant service area including, researching legislation, case law and technical developments as necessary. • Experience in enforcement and legal proceedings including court experience • Ability to provide detailed technical advice to customers. • Experience of using IT systems	• Experience of multi-agency / partnership working
Skills and Knowledge	• Ability to lead and motivate professional, technical and administrative staff in meeting service objectives • Ability to organise and prioritise own and team workloads • Ability to accurately research in detail scientific, technical and legal issues for own use and for the benefit of team members • Ability to interpret and understand technical data and reports and prepare reports intended for a range of audiences • Evidence of good negotiating and influencing skills	

	• Able to communicate clearly and professionally, both verbally and in writing with a wide range of stakeholders and colleagues • Capable of adapting and responding to changing technologies and corporate and service delivery requirements. • Ability to build and develop teams	
Personal Qualities	• Ability to form effective working partnerships with colleagues and professionals from other organisations and sectors • Able to work as a team member • Capable of working effectively under own initiative within delegated responsibility. • Computer literate • Knowledge of scientific, technical and legal aspects relevant to the specialist area sufficient to act as a specialist resource within the Community Protection Division. • Awareness of future proposals, trends and issues relating to the relevant functions. • Knowledge of other relevant functions within the Department. • Understanding of Performance Management frameworks. Best value and CPA framework • Access to a car or means of mobility support (if driving then must have a current valid driving license and appropriate insurance)	