

# Hart job description and person specification

## Job Description

### Job title

Environmental Health Practitioner (Environmental Protection)  
(HRT000052)

### Department

Place

### Grade

H

### Salary

£39,173 to £42,336

### Manager

Environmental Health & Licensing Contract Manager.

### Job summary

The post will support the Environmental Protection Team within Place services  
The post will therefore:

- Support the Environmental Health team in delivery of its core Environmental Protection functions.
- Work within Harts Environmental Health team covering a diverse range of case responsibilities including; noise and Statutory nuisance investigations, public health complaints, Environmental Permitting, Local Air Quality Management, animal welfare licensing, pest control advice, planning and licensing consultations. Conduct Statutory Nuisance investigations and help deliver enforcement actions where necessary
- Handle complex, priority, or sensitive cases (in line with experience)

- To carry out inspections and visits in line with good practice and internal policies
- Respond to consultations as a statutory consultee in relation to planning, licensing, and contaminated land.
- Respond to Public Health related service requests – including pest control advice, community burials, filthy and verminous premises
- Plan and organise own workload within the general priorities set out for the service
- To offer assistance and guidance to less experienced officers as necessary
- To assist where necessary across the wider Environmental Health service and Place directorate.

## **Main responsibilities and activities**

1. To inspect premises in accordance with programmes of work or good practice
2. To identify breaches of legislation and take timely and proportionate action
3. To obtain evidence, including sampling and monitoring, to confirm breaches of legislation or the existence of statutory nuisances;
4. To serve formal notices as provided for in specific legislation and/or the Council's scheme of delegated powers;
5. To assess planning and licensing applications before approval/refusal. Recommending appropriate conditions.
6. To prepare evidence and attend informal hearings, tribunals and court as required;
7. To maintain a current and effective knowledge of all relevant legislation; to provide expert advice; and to assist in developing policies and strategies in relation in core service areas.
8. To promote efficient, effective and responsive services in collaboration with internal and external partners.
9. To represent the Council at appropriate external meetings and events, working groups and advisory bodies at local, regional and national levels as may be required
10. To participate in Harts Out of Hours Services.
11. To plan and organise own workload within the general priorities set out for the Service
12. To undertake such duties as may from time to time be required by the Environmental Health and Licensing Manager or Executive Director of Place.
13. To provide high levels of customer service for our residents, staff, managers and external partners, so that they are made to feel warm, welcome, wanted and cared for.

14. Provide a high-quality service for our residents, staff, managers, and external partners.
15. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
16. Promote the **HART Values** by:

- Being **helpful**
- Being **approachable**
- Being **responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

### **Standard Clauses**

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

**(For Management Posts)** This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

**This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.**

# Person specification



## Job title

Environmental Health Practitioner (Environmental Protection)

## The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education and qualifications	Degree in Environmental Health or equivalent	Member of Chartered Institute of Environmental Health.	Application form and certificate
		Another relevant specialist qualification	Application form and certificate
		Qualification in noise control or acoustics	Application form and certificate

Attributes	Essential	Desirable	Evidence
Experience and knowledge	<p>Post qualification experience in Environmental Health</p> <p>Detailed knowledge of legislation, policy, guidance and best practice relevant to service functions.</p> <p>Dealing with customers / members of the public.</p> <p>Committed to providing high quality customer service.</p>	<p>Experience of liaison and negotiation with partners including voluntary agencies.</p> <p>Experience in Animal Welfare Licensing</p>	Application form and interview

Skills and abilities	<p>Excellent written and oral communication skills</p> <p>Excellent inter-personal skills with the ability to listen, influence, negotiate and / or persuade people and deal effectively with difficult situations</p> <p>Ability to plan and prioritise workload within tight but realistic timescales and to ensure that tasks are completed on time</p> <p>Ability to see things in a wider context combined with a pragmatic approach to problem solving and service delivery.</p> <p>Flexibility and willingness to motivate and support the management of change.</p> <p>Ability to research and analyse complex issues and data, prepare clear and concise notes and reports with ability to see the big picture.</p> <p>Good project management skills.</p> <p>Computer literate and proficient in Microsoft Office software.</p> <p>Ability to make customers feel warm, wanted, welcome and cared for.</p>	Ability to analyse and interpret data	Application form and interview
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Attributes	Essential	Desirable	Evidence
	<p>Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome.</p> <p>Ability to carry out inspection of sites regulated by the Council.</p>		
Personal qualities	<p>Innovation and drive.</p> <p>Ability to work under pressure and manage a heavy workload.</p> <p>Ability to work as part of a team and/or alone as required and use own initiative.</p> <p>Political sensitivity and awareness.</p> <p>Commitment to professional and personal development.</p> <p>Ability to manage own time.</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers.</p>	Ability to work under pressure and manage a heavy workload	Application form and interview



Attributes	Essential	Desirable	Evidence
Other working requirements	<p>Full driving licence and access to a car for work purposes.</p> <p>Ability to attend meetings out of office hours.</p>		Application form/Interview

**Signatures:**

Job-holder .....

Manager .....*N Hince*.....