



JOB DESCRIPTION

DEPARTMENT	JOB TITLE
Place Services	Environmental Health Practitioner (Environmental Protection)

GRADE	SALARY RANGE
Grade H	£33,349 to £36,557

RESPONSIBLE TO	RESPONSIBLE FOR
Environmental Protection Team Leader	None

HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED
Visiting residential and commercial premises and other sites, VDU user, lone working

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Key Result Areas / Overview

The aim of the Environmental Health Service is to protect public health and the community from issues arising from breaches in law associated with issues relating to statutory nuisance, animal welfare, animal control, food hygiene and contamination, health and safety at work and pest control.

The post holder will work within the Environmental Health Team with responsibility for: environmental protection investigations, planning consultations, contaminated land, Part B authorisation process and licensing and safety issues relating to scrap metal dealers and public events.

To deliver best practice and value for money that secures high standards of service delivery and secures positive outcomes.

To report directly to the Environmental Protection Team Leader.

This post will make a positive contribution to the Council's core values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel welcome, wanted and cared for.

Dimensions of Job

- Responding to consultations as a statutory consultee in relation to planning, contaminated land and public events;
- Administering the Part B Processes regime;
- Administering the Scrap Metal dealers licensing regime;
- Handling complex, sensitive and/or priority cases;
- To plan and organise own workload within the general priorities set out for the Service;
- To carry out inspections and revisits in line with Codes of Practice and internal policies;
- To offer assistance and guidance to less experienced officers as necessary;
- To collate statutory returns; and
- To assist where necessary across the whole of Environmental Health and Place Services.

Key Contacts / Communication Links

Internal

- Environmental Health Manager
- Environmental Protection Team Leader
- Head of Place Services
- Place Services staff
- Members
- Colleagues in other departments

External

- Local business operators / owners
- Developers, builders and other related specialisms
- Members of the public
- Hampshire Police
- Hampshire Fire and Rescue
- Thames Water Utilities personnel
- Other Government Departments / Agencies
- Colleagues in other Local Authorities

Key Responsibilities / Specific Duties

a) General

- i) To provide a high level of professional Environmental Health and enforcement related advice to assist Environmental Health Manager, colleagues and Members of the Council;
- ii) To maintain a current and effective knowledge of all relevant legislation; to provide expert advice; and to be responsible for developing policies and strategies in relation to relevant Service areas.
- iii) To provide an effective, efficient and responsive services in collaboration with internal and external partners where necessary.

- iv) To prepare evidence and attend informal hearings, tribunals and court as required;
- v) To respond to complex enquiries and complaints relating to the Service, including Member and MP enquiries;
- vi) 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 by the Environmental Health Manager.
- vii) To plan and organise own workload within the general priorities set out for the Service;
- viii) To deputise for the Environmental Health Manager as required.
- ix) To undertake such duties as may from time to time be required by the Environmental Health Manager or Head of Place.
- x) To respond to requests for information under the Freedom of Information Act or the Environmental Information Regulations.
- xi) To provide high levels of customer service for our residents, staff, managers and external partners, so that they are made to feel welcome, wanted and cared for.
- xii) To promote the HART values at all times by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with appropriately.
- xiii) Where a post involves working with members of the public, the post holder has a responsibility to be vigilant in identifying potential safeguarding issues and conduct themselves in a manner that protects both themselves and members of the public.

b) Inspections

- i) To inspect premises in accordance with programmes of work and codes of practice;
- ii) To identify breaches in legislation, codes of practice and any other technical guidance of equivalent legal weight;
- iii) To identify poor working procedures and practices;
- iv) To offer advice on problem areas identified; and
- v) To draft and send reports, formal and informal notices identifying breaches of legislation; actions required; and time periods for compliance.

c) Investigation of service enquiries

- i) To fully investigate all service enquiries allocated to post holder;
- ii) To identify breaches of legislation and take timely and proportionate action;
- iii) To obtain evidence, including sampling and monitoring, to confirm breaches of legislation or the existence of statutory nuisances;

- iv) To offer advice in line with service standards on problem areas identified;
- v) To draft and send reports and formal/informal notices identifying breaches of legislation, the remedial action required and the time periods for compliance;
- vi) To serve formal notices as provided for in specific legislation and/or the Council's scheme of delegated powers;
- vii) To obtain formal statements as evidence of breaches of legislation;
- viii) To report internally on any breaches of legislation requiring formal action;
- ix) To attend court/tribunals/public enquiries as appropriate to give evidence; and
- x) To offer informal advice where formal action is not to be taken.

d) Licensing

- i) To inspect premises for compliance with specific licence conditions and other legislation;
- ii) To approve documents sent in support of licensing applications;
- iii) To approve works carried out to comply with licensing conditions; and
- iv) To assess licensing applications before approval/refusal.

e) Other matters

- i) To become familiar with and observe internal policies and procedures;
- ii) To produce procedures as requested;
- iii) To produce reports for and attend committee meetings as required; and
- iv) To participate in the Out of Hours Service.

f) Standard Duties for Hart District Council Employees

- i) 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.
- ii) To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- iii) To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.
- iv) To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- v) All employees have a responsibility to ensure they always take a vigilant approach 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.
- vi) 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.

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 co-operate 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.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Raised (Date) December 2020

Hay Job Evaluated (Date) _____

Approved by Business Unit Head (BUH)
(Date) _____

Signature of BUH _____

POST: Environmental Health Practitioner (Environmental Protection)

Prepared on: December 2020

by: D Sanders

CRITERIA	ATTRIBUTES	ESSENTIAL / DESIRABLE	HOW MEASURED
Education / Qualifications	• Degree in Environmental Health or equivalent	E	Application / Certificate
	• Member of Chartered Institute of Environmental Health	D	Application / Certificate
	• Another relevant specialist qualification	D	Application / Certificate
Experience / Knowledge	• Post qualification experience in Environmental Health	E	Application, Interview, Test
	• Detailed knowledge of legislation, policy, guidance and best practice relevant to service functions.	E	Application, Interview, Test
	• Experience of liaison and negotiation with partners including voluntary agencies.	E	Application, Interview, Test
	• Dealing with customers / members of the public.	E	Application, Interview, Test
	• Committed to providing high quality customer service.	E	Application, Interview, Test
	• Experience in Animal Welfare Licensing	D	Application, Interview
	• Positive approach to income generation and commercialisation.	D	Application, Interview
	• Progressive in relation to the Digitalisation Agenda.	D	Application, Interview

Skills and Abilities	<ul style="list-style-type: none"> • Excellent written and oral communication skills 	E	<i>Application, Interview, Test</i>
	<ul style="list-style-type: none"> • Excellent inter-personal skills with the ability to listen, influence, negotiate and / or persuade people and deal effectively with difficult situations 	E	<i>Application, Interview, Test</i>
	<ul style="list-style-type: none"> • Ability to plan and prioritise workload within tight but realistic timescales and to ensure that tasks are completed on time 	E	<i>Application, Interview, Test</i>
	<ul style="list-style-type: none"> • Ability to see things in a wider context combined with a pragmatic approach to problem solving and service delivery. 	E	<i>Application, Interview, Test</i>
	<ul style="list-style-type: none"> • Flexibility and willingness to motivate and support the management of change. 	E	<i>Application, Interview, Test</i>
	<ul style="list-style-type: none"> • Ability to research and analyse complex issues and data, prepare clear and concise notes and reports with ability to see the big picture. 	E	<i>Application, Interview, Test</i>
	<ul style="list-style-type: none"> • Good project management skills. 	E	<i>Application, Interview, Test</i>
	<ul style="list-style-type: none"> • Computer literate and proficient in Microsoft Office software. 	E	<i>Application, Interview, Test</i>
	<ul style="list-style-type: none"> • Ability to make customers feel wanted, welcome and cared for. 	E	<i>Application, Interview, Test</i>
	<ul style="list-style-type: none"> • Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome. 	E	<i>Application, Interview, Test</i>
<ul style="list-style-type: none"> • Ability to carry out inspection of sites regulated by the Council. 	E	<i>Application, Interview, Test</i>	

Personal Qualities / Aptitude	<ul style="list-style-type: none"> • Innovation and drive. • Ability to work under pressure and manage a heavy workload. • Ability to work as part of a team and/or alone as required and use own initiative. • Political sensitivity and awareness. • Commitment to professional and personal development. • Ability to manage own time. • Commitment to delivering the best possible services for residents, and internal and external customers. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p><i>Application, Interview, Test</i></p> <p><i>Application, Interview, Test</i></p> <p><i>Application, Interview, Test</i></p> <p><i>Application, Interview, Test</i></p> <p><i>Application, Interview, Test</i></p> <p><i>Application, Interview, Test</i></p> <p><i>Application, Interview, Test</i></p>
Miscellaneous / Other	<ul style="list-style-type: none"> • Full driving licence and access to a car for work purposes. • Ability to attend meetings out of office hours. • Ability to participate in Out of Hours (weekends only) rota 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p><i>Production at Interview</i></p> <p><i>Application, Interview</i></p> <p><i>Application, Interview</i></p>