

## **JOB DESCRIPTION**

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| <b>DIRECTORATE</b>           | Services  |
| <b>SERVICE</b>               | Environmental Services, Licensing and Community Safety  |
| <b>POST NUMBER</b>           | TBC   |
| <b>POST TITLE</b>            | Senior Environmental Health Officer   |
| <b>POST GRADE</b>            | Local Salary Scale PO1  |
| <b>CONDITIONS OF SERVICE</b> | National Joint Council (NJC) for Local Government Services as amended locally   |
| <b>RESPONSIBLE TO</b>        | Environmental Health Manager  |
| <b>RESPONSIBLE FOR</b>       | Environmental Health Officers, Licensing Officers, Pollution Control Officers, Business Support staff or Pest Control Officers within the team the officer is assigned to   |
| <b>LOCATION</b>              | The post is currently based at Bexhill or Hailsham the post holder may be required to work elsewhere either temporarily or permanently within Rother and Wealden  |
| <b>JOB PURPOSE</b>           | To advise the Head of Service and Environmental Health Managers on professional environmental health and licensing matters. To deliver an efficient, effective and economic environmental health service, including food safety, infectious disease, health and safety and licensing, to protect public health. In accordance with the Council's policies, written procedures, practices and legislation. To supervise Officers within the team, ensuring targets are achieved, have own caseload and provide professional advice and support to the service. To deputise for the Manager when required |

| <b>MAIN AREAS OF WORK</b> |   |
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| <b>1</b>                  | Assist in the recruitment, management and motivation of the members of the team.  |
| <b>2</b>                  | Participate in allocation of work within the team. Be responsible for own performance and ensure adherence to written procedures. If required, to be responsible for performance of others within the team.                               |
| <b>3</b>                  | To ensure enforcement work is carried out promptly and progressed in accordance with the Council's policies, delegation scheme and Government advice and the relevant legislation   |
| <b>4</b>                  | Authorise enforcement actions of other Officers.  |
| <b>5</b>                  | To personally deal with the more complex enforcement cases and negotiations or to directly supervise case officers in such matters.   |
| <b>6</b>                  | When duty Manager or in the absence of the Manager to receive and allocate all communications and ensure all matters are dealt with correctly in accordance with service plan performance indicators, quality manual, written procedures, |

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|    | statutory guidance and relevant legislation.   |
| 7  | Attend Cabinet and Committees to advise members.   |
| 8  | Carry out where necessary negotiations and represent the Council at meetings   |
| 9  | To provide day to day supervision of officers within the team to ensure work is carried out correctly and the appropriate advice is given  |
| 10 | Ensure an adequate service is provided for members of the public in accordance with the service plan.  |
| 11 | To undertake appeal work as appropriate, and defend the Council's actions. To act as and be competent to be an expert witness.   |
| 12 | To ensure effective liaison with other divisions in the Council and advise on enforcement matters and to ensure the necessary legal advice is obtained where necessary before decisions are taken.   |
| 13 | Deputise for the Environmental Health Manager as necessary.  |
| 14 | To monitor planning and licensing applications and comment as necessary.   |
| 15 | To deal with a caseload of inspections and specialist activities and cases.  |
| 16 | To prepare reports for the Head of Service on changes and developments within your area of expertise, including projects to reduce demand and increase efficiencies (lean working).  |
| 17 | Conducting inspections and site visits for routine inspections and complaints or related to enforcement and appeals. Attendance at court as appropriate.   |
| 18 | When necessary to work outside normal office hours, assist with any emergency or civil contingency and participate in an out of office hours emergency cover rota.   |
| 19 | Maintain an up to date awareness of environmental health and licensing legislation, appropriate legal matters and national policies and ensure that officers carry out their duties in accordance and awareness of the appropriate policies and legislation. |
| 20 | When required, and as part of generic working, will work in a supervisory role in another team, within other Services in support of the Council's overall objectives and projects.   |
| 21 | To co-operate with Managers in the implementation of the Council's Health & Safety policy. The responsibilities of members of staff in respect of this are set out in the Council's Health & Safety manual.  |
| 22 | To undertake any other duties for which the post holder is competent which the Head of Service considers necessary for the effective and efficient delivery of the service.  |

## PERSON SPECIFICATION

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| <b>POST TITLE</b>   | Senior Environmental Health Officer                    |                  |                  |
| <b>DIRECTORATE</b>  | Services   |                  |                  |
| <b>SERVICE</b>  | Environmental Services, Licensing and Community Safety |                  |                  |
| <b>POST GRADE</b>   | Local Salary Scale PO1                                 |                  |                  |
|   |  | <b>Essential</b> | <b>Desirable</b> |
| <b>Qualifications</b>   |  |                  |                  |
| Degree in Environmental Health and registered with the Environmental Health Registration Board as an environmental health practitioner or Chartered Member of the CIEH on appointment |  | X                |                  |
| Management qualification  |  |                  | X                |
| Eligible voting membership of the CIEH  |  | X                |                  |
| Relevant specialist post graduate qualification   |  |                  | X                |
| Driving Licence   |  | X                |                  |
| <b>Experience</b>   |  |                  |                  |
| Substantial post-qualification experience (with a specialism in food, health and safety or pollution) and management experience   |  | X                |                  |
| Experience of working in enforcement  |  | X                |                  |
| Working in an environment of continuous improvement   |  |                  | X                |
| Effective performance and staff management  |  | X                |                  |
| Presenting to Committees and/or giving evidence at court  |  | X                |                  |
| Working within a political environment  |  |                  | X                |
| <b>Skills and Abilities</b>   |  |                  |                  |
| Ability to plan effectively across a wide range of service activities   |  |                  | X                |
| Understanding and implementation of performance management  |  | X                |                  |
| Practical experience of change management   |  |                  | X                |
| Ability to communicate effectively (verbal and written)   |  | X                |                  |
| Ability to delegate effectively and motivate teams  |  | X                |                  |
| Evidence of working with partnerships   |  |                  | X                |
| Excellent negotiating skills  |  | X                |                  |
| Strongly motivated with ability to work well under pressure and balance priorities  |  | X                |                  |
| Understanding of Local Government environment and legislation   |  | X                |                  |
| Effective in engaging the public and stakeholders   |  | X                |                  |
| Commitment to shared services and partnership working   |  | X                |                  |
| <b>Training</b>   |  |                  |                  |
| Evidence of management training   |  |                  | X                |
| Personal commitment to CPD (supported by evidence)  |  | X                |                  |
| <b>Knowledge</b>  |  |                  |                  |
| Understanding of customer service   |  | X                |                  |

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| Clear knowledge of current environmental health and licensing issues and the national policy framework |
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September 2021