

JOB DESCRIPTION



DIRECTORATE	Chief Executive
SERVICE	Environmental Health (Rother and Wealden)
POST NUMBER	TBC
POST TITLE	Senior Environmental Health Officer
POST GRADE	Local Salary Scale PO1 (dependant on qualification).
CONDITIONS OF SERVICE	NJC for Local Government Services Conditions of Service as amended locally
RESPONSIBLE TO	Environmental Health Manager
RESPONSIBLE FOR	Manage the Licensing Officers, Pollution Control Officers, Business Support staff or Pest Control Officers within the team, you may be assigned to. To advise the Head of Service and Environmental Health Managers on professional environmental health and licensing matters
JOB PURPOSE	Inspection and assessment of food premises, work places, licensed premises or private sector housing. Respond to pollution complaints, enforce Pollution Prevention Controls. Take enforcement action as appropriate. Supervision of Officers within the team, ensuring targets are achieved, have a specialist caseload, including inspections and provide professional advice to the service
MAIN AREAS OF WORK	
1	To respond to complaints, deal with a programme of inspections and responsible for specialist activities and cases. Achieve annual inspection targets.
2	Assist in the recruitment, management and motivation of the members of the team.
3	Allocate work within the team. Be responsible for the performance of officers of the team and monitor workflow. Ensuring written procedures are followed.
4	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.
5	Authorise enforcement actions of other Officers.
6	To personally deal with the more complex enforcement cases and negotiations or to directly supervise case officers in such matters.
7	When duty 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, Statutory Guidance and relevant legislation.

8	Attend Cabinet and Committees to advise members.
9	Carry out where necessary negotiations and represent the Council at meetings.
10	To provide day to day supervision of Officers within the team to ensure work is carried out correctly and the appropriate advice is given.
11	Ensure an adequate service is provided for members of the public in accordance with the service plan.
12	To undertake appeal work as appropriate, and defend the Council's actions. To act as and be competent to be an expert witness at Courts and Tribunals.
13	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.
14	Deputise for the Environmental Health Manager / Principal Environmental Health Officer as necessary.
15	To monitor planning and licensing applications and comment as necessary.
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	When necessary to work outside normal office hours, assist with any emergency or civil contingency and participate in a weekend out of office hours emergency cover rota and summer noise patrol rota (4 to 6 weeks per year). SEHOs not in the Food and Safety team who have competence in Food Safety are expected to maintain their competence in food safety by conducting a minimum of 20 inspections per year.
18	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.
19	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.
20	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.
21	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.

LOCATION : Although the post is normally based at Bexhill or Hailsham, the post holder may be required to work elsewhere in Rother or Wealden either temporarily or permanently. Attendance in the office two days a week is expected.

PERSON SPECIFICATION

Post Title	Senior Environmental Health Officer	
Directorate	Chief Executive	
Service	Environmental Health (Rother and Wealden)	
Grade	Local Salary Scale PO1 (dependant on qualification).	
	Essential	Desirable
Qualifications		
Degree in Environmental Health and registered with the Environmental Health Registration Board or CIEH as an environmental health practitioner or Chartered Member of the CIEH on appointment	•	
Management qualification		•
Experience		
Substantial post-qualification experience (with a specialism)	•	
Management experience		•
Effective enforcement	•	
Working in an environment of continuous improvement		•
Effective Performance & Staff Management	•	
Presenting at committees and/or evidence at Court	•	
Working within a political environment		•
Skills and Abilities		
Ability to plan effectively across a wide range of service activities	•	
Understanding and implementation of performance management	•	
Practical experience of change management		•
Ability to communicate effectively (verbal & written)	•	
Ability to delegate effectively & motivate teams	•	
Evidence of working with partnerships		•
Excellent negotiating skills	•	
Strongly motivated with ability to work well under pressure and balance priorities	•	
Understanding of local government environment and legislation	•	
Effective in engaging the public and stakeholders	•	
Training		
Evidence of management training	•	
Personal commitment to CPD (supported by evidence)	•	
Knowledge		
Working understanding of customer services	•	
Clear knowledge of current environmental health issues and the national policy framework	•	

June 2024