

**DARLINGTON BOROUGH COUNCIL**  
**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

**JOB DESCRIPTION**

**POST TITLE :** Environmental Health Officer (Environmental Protection and Commercial)

**GRADE BAND :** 9/10/11

**JOB EVALUATION NO.** E3449, A553 and A856

**REPORTING RELATIONSHIP** Accountable to the Environmental Health Manager (Commercial) and (Environmental Protection)

**JOB PURPOSE :** To provide a range of professional and/or technical services within the area of environmental health, specifically leading on one or more of the subject areas of Food and Health & Safety & Environmental Protection (Regulation). This involves mentoring other professional and technical staff, and supporting the Management Team in the delivery of work programmes

**POST NO.** D11262

**PDR COMPETENCY FRAMEWORK** Level 1, Expected Competencies for all employees

	Job Description Duties	EHO Band 9	EHO Band 10	EHO Band 11
1a	Take on one specialist lead responsibilities (e.g. statutory nuisance, noise, planning consultations, air quality, LAPPC, infection control, sampling or licensing) as agreed with the Environmental Health Manager (Commercial, Environmental Protection). Take the regulatory lead on these specialisms including responsibility for policy and procedure development and implementation.		E	

	<b>Job Description Duties</b>	<b>EHO Band 9</b>	<b>EHO Band 10</b>	<b>EHO Band 11</b>
1b	Take on three specialist lead responsibilities (e.g. statutory nuisance, noise, planning consultations, air quality, LAPPC, infection control, sampling or licensing) as agreed with the Environmental Health Manager (Commercial, Environmental Protection). Take the regulatory lead on these specialisms including responsibility for policy and procedure development and implementation.			E
2	Contribute to service planning, develop and manage projects, monitor performance of these specialisms and gather information to report performance to national agencies as required		E	E
3	Maintain in depth technical knowledge within a specialist area (e.g. noise, air pollution, approved food premises) to ensure effective service delivery and standards. Provide advice as required on matters related to a specialist service area.		E	E
4	Carry out the training and education of Council staff, other organisations and members of the public. Carry out training of other Environmental Health Officers on the postholder's area(s) of specialism.		E	E
5	Represent the Council at county, regional and national forums, as necessary, including charring liaison groups on a rota basis.			E
6	Report to Public Health England's CCDC on the incident or outbreak.		E	E
7	Take the lead in criminal investigations and proceedings. For prosecution cases, preparation and presentation of complex reports to Committees, prosecution files and attendance at Court to give evidence where necessary.		E	E
8a	Draft, sign and take responsibility for and ownership of legal notices for FSA and HSW	E	E	E
8b	Draft, sign and take responsibility for and ownership of legal notices for EPA etc.			E
9	Scrutinise applications for premises licenses' (Licensing Act 2003), provide appropriate advice/recommendations/representations including the preparation of reports on behalf of the Environmental Health section as a "responsible authority" and present evidence at Licensing Committee hearings when required.		E	E
10	To represent the Council and to attend Court and present evidence as necessary in any legal proceedings relating to the service.	E	E	E

	Job Description Duties	EHO Band 9	EHO Band 10	EHO Band 11
11	<p>Using a wide range of influencing &amp; negotiating skills to ensure the highest possible compliance with legislation relating to Environmental Health where the Council is the Enforcing Authority. This will predominantly, but not exclusively, be for officers in the <b>Commercial Section</b> the Food Safety Act (hygiene, labeling and composition), the Environmental Protection Act and the Health and Safety at Work Act.</p> <p>And for officers in the <b>Environmental Protection Section</b> this will predominantly, but not exclusively, be the Environmental Protection Act (statutory nuisances, contaminated land) Environment Act (air quality), Pollution Prevention and Control Act (LAPPC) and Public Health Act(s).</p> <p>This includes planning and organising work for the assigned inspections and investigations, the drafting and serving of statutory notices; and in relation to offences the preparation of case files recommending the issue of simple cautions or prosecution and presenting evidence in Court as a witness.</p>	E	E	E
12	Carry out inspections, monitoring, sampling, investigate service requests and respond to consultations in accordance with written procedures and to ensure compliance with relevant legislation. Accurately record the data collected and then analyse, interpret and act on the results.	E	E	E
13	<p>Using a wide range of influencing, negotiating and enforcement skills to investigate and take the appropriate remedial action in relation to service requests including for:</p> <ul style="list-style-type: none"> <li>• <b>Environmental Protection complaints</b> relating to: noise, smoke, dust, light, contaminated land, permitted processes and other solid, liquid and gaseous pollutants.</li> <li>• <b>Commercial complaints</b> relating to: food safety; drinking water; accidents at work, occupational safety; nuisance caused by business premises; unauthorised Gypsy/Traveller encampments; food poisoning and food borne disease; new business advice and food alerts issued by the Food Standards Agency.</li> </ul>	E	E	E
14	Provide advice and information on all aspects of environmental health to groups and individuals. This may include the preparation of information, writing of reports and delivery of presentations for a range of different audiences.	E	E	E
15	Scrutinise and analyse planning applications, building regulation applications and information submitted as part of the development management process relevant to environmental health matters and then give appropriate advice/recommendations and prepare reports and deal with the discharge	E	E	E

	<b>Job Description Duties</b>	<b>EHO Band 9</b>	<b>EHO Band 10</b>	<b>EHO Band 11</b>
	of planning conditions. Attend planning committees and give evidence at planning appeals when required.			
16	Process, draft permit conditions and make recommendations on applications for approval of Part A2 and Part B installations under LAPPC and carry out monitoring, review and inspection of those installations.	E	E	E
17	Contribute to the publication of air quality reports with regard to LAQM and noise action plans.	E	E	E
18	Support the delivery of the Council's Contaminated Land Inspection Strategy by assisting with the determination of contaminated land, carrying out investigations and risk assessments and providing analysis and advice to stakeholders.	E	E	E
19	Evaluate the findings of geo-environmental appraisal, remediation and validation reports with regard to land contamination to ensure compliance with agreed standards and risk assessment methodology and where guidance and methodologies are yet to be developed, use professional judgment to address the significant issues.	E	E	E
20	Engage and liaise with enforcement agencies and other organisations, to ensure effective partnership working and delivery of services.	E	E	E
21	Work under minimum supervision to deal with most reactive/proactive work including making decisions without access to managers. To take evidence and act as lead officer for taking formal legal action as appropriate having regard to the principles contained within the Enforcement Policy.	E	E	E
22	Discover the source of the incident or outbreak and take such action as is necessary to prevent further spread of infection, in consultation with Public Health England. Such action can include excluding people from work or care settings.	E	E	E
23	Deal with and respond to enquiries from legal representatives of persons taking civil action	E	E	E
24	Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.	E	E	E
25	Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by	E	E	E

	<b>Job Description Duties</b>	<b>EHO Band 9</b>	<b>EHO Band 10</b>	<b>EHO Band 11</b>
	the Code.			
26	Carry out your role in line with the Council's Equality agenda.	E	E	E
27	To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.	E	E	E
28	Any other duties of a similar nature related to this post that may be required from time-to-time.	E	E	E
29	This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers".	E	E	E
	<b>OTHER RESPONSIBILITIES</b>			
30	Working outside normal office hours (up to 10 hours in a month), on an evening or weekend, for 'time off in lieu' may be required to deliver the service. (Subject to current review processes).	E	E	E
31	To assist with the delivery of projects as requested by the Director or other senior managers that may extend beyond the boundaries of the department.	E	E	E
32	To keep abreast of all relevant legislation and guidelines and ensure such changes are speedily and efficiently implemented.	E	E	E

## **QUALIFICATIONS TRAINING AND EXPERIENCE**

The salary for this post is directly linked to having relevant experience and qualifications. An employee holding a relevant Environmental Health degree but without being registered with the CIEH Certificate of Registration would be appointed at Band 9. Progression into Band 10 would be dependent upon gaining the CIEH Certificate of Registration and a minimum two years post registration experience relating to the specific requirements of the post. Progression to Band 11 would be dependent upon a minimum five years of experience relating to the specific requirements of the post.

There is no automatic progression through the grades of a multi-graded post. Movement within a multiple graded post should meet service demands and requirements.

Applications to move within a multi-graded post should be sought for permanent and substantive changes to a job role.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: April 2018

**DARLINGTON BOROUGH COUNCIL**  
**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**  
**ENVIRONMENTAL HEALTH OFFICER**  
**POST NO. D1162 / POS000618**

All appointments are subject to satisfactory references

Criteria No.	Attribute	EHO Band 9	EHO Band 10	EHO Band 11
	<b>Qualifications &amp; Education</b>			
1	Degree, Diploma or equivalent qualification in Environmental Health.	E	E	E
2	EHORB Certificate of Registration		E	E
3	Evidence of further relevant specialist study e.g. pollution control, noise/acoustics, land remediation, site investigation techniques, Contaminated Land, Law, Lead Auditors.	E	E	E
4	Chartered Member of CIEH.	D	D	D
	<b>Experience &amp; Knowledge</b>			
5	A minimum of two year's relevant post registration experience to the specific requirements of the post.		E	E
6	A minimum of five year's relevant experience relating to the specific requirements of the post.			E
7	Knowledge of pollution and contaminated land that is required includes an understanding of: Environmental Protection Act; Clean Air Acts; Air Quality Strategy for England; Principles of Noise Control; Contaminated Land; the Environmental Permitting (England and Wales) Regulations 2016; Defra's General Guidance Manual on Policy and Procedures for A2 and Part B Installations; the planning process with regard to pollution control and knowledge of the National Planning Policy Framework, Food Safety Act, Food Hygiene Regulations, Food Law Code of Practice, Health and Safety Act, Private Water Supply.	E	E	E

8	The experience and knowledge to take the lead role responsibility for either noise (including statutory nuisance, planning consultations and noise actions plans) or air pollution (Local Air Quality Management and Local Authority Pollution Prevention and Control) or public health (outbreak of communicable disease investigation).		E	E
9	Experience of working with a PC and knowledge Microsoft Office, Word and Access.	E	E	E
10	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	E	E
11	Knowledge of office systems in a Local Authority.	D	D	D
12	Experience of GIS and GeoEnviron/ArcView software	D	D	D
13	Knowledge of IDOX Uniform System	D	D	D
14	Experience of initiating formal enforcement action including presenting evidence in court.	E	E	E
15	Knowledge of the English legal system. Experience with enquiries from legal representatives of persons taking civil action. Experience in criminal investigations and proceedings (preparation and presentation of complex reports, prosecution files, attendance at Court to give evidence)	E	E	E
	<b>Skills</b>			
16	The skills to take the lead role responsibility for either noise (including statutory nuisance, planning consultations and noise actions plans) or air pollution (Local Air Quality Management and Local Authority Pollution Prevention and Control) or public health (outbreak of communicable disease investigation).		E	E
17	Advise, guide and negotiate to ensure compliance with legislation, remedial action and to protect public health.	E	E	E
18	Analytical and judgmental skills to analyse and interpret varied and complex information.	E	E	E
19	Analytical and judgmental skills to analyse and interpret very varied and highly complex information.		E	E
20	Developed training, developmental, mentoring and motivational skills in relation to other staff.			E
21	Effective oral and written communication - confident telephone manner and ability to write down information logically and accurately.	E	E	E



22	Effective team worker with flexible attitude to work.	E	E	E
23	Ability to work under pressure to tight deadlines on a number of different projects.	E	E	E
24	Ability to maintain accurate records.	E	E	E
25	Ability to apply accurate literacy and numeracy skills to include spelling, grammar, punctuation, percentages and decimals.	E	E	E
26	Able to organise and prioritise own work with minimum supervision, using own initiative, making decisions whilst following agreed protocols.	E	E	E
27	Ability to maintain a professional image of the Council for meeting public and businesses.	E	E	E
28	Commitment to providing customer focused services.	E	E	E
29	Ability to demonstrate reliability and a trustworthy attitude.	E	E	E
30	Ability to represent the Council at county, regional and national forums.	E	E	E
	<b>Personal Attributes</b>			
31	Commitment to training to improve, or acquire new technical or personal skills	E	E	E
	<b>Special Requirements</b>			
32	The ability to communicate at ease with customers and provide advice in accurate spoken English'	E	E	E
33	Able to bend and inspect at floor level and able to climb ladder unaided.	E	E	E
34	Access to reliable transport to carry out travelling requirements of the work.	E	E	E
35	Flexible approach to working time arrangements to work evening or weekends to meet service requirements.	E	E	E

36	Satisfactory BPSS check.			
----	--------------------------	--	--	--