

**Job Description**

**Job Title:** Technical Officer

**Salary Grade:** Grade 5

**SCP:** 17 - 22

**Job Family:** Regulation and Technical

**Job Profile:** RT 4A

**Directorate:** Neighbourhoods

**Job Ref No:** 30037178

**Work Environment:** Agile

**Reports to:** Principal EHO

**Number of Reports: 0**

**Purpose:**

To undertake technical work and provide advice in a specialist area under general direction, in support of defined projects or schemes, regulatory processes or core functions

**Key Responsibilities:**

To provide technical support across the whole of the Environmental Health function.

These duties will include, but not be limited to, the inspection of premises with regard to the regulation of environmental protection, statutory nuisance and compliance with housing standards; the sampling of environmental media and the gathering of evidence relating to environmental health offences.

**Main Duties**

* To investigate requests made to the Council, including gathering relevant evidence, relating to the full range of environmental health legislation enforceable by the Council.
* To undertake visits, inspections, surveys and investigations as directed, in relation to the Council’s Environmental Health function.
* To undertake enforcement activities including the service of formal notices, preparation of case papers for prosecutions, and attending Court to give evidence.
* To give advice, as required, on any matter within the professional or technical competence or knowledge of the post holder.
* Produce reports, letters, notices, schedules, plans and other appropriate documents as may be required.
* To undertake monitoring and sampling, using appropriate technical equipment.
* To provide technical support to colleagues as may be reasonably required.
* To keep and maintain paper and electronic office records, produce reports and complete statistical returns as required.
* The carrying out of such environmental health duties as may be required, including work outside normal office hours from time to time.
* To maintain agreed performance targets and to meet the requirements of relevant performance management and inspection regimes.
* To attend such meetings as a representative of the Authority as may be necessary, some of which may be outside normal office hours.
* To comply with all relevant legislation to ensure effectiveness in the role.
* To undertake any other duties of a similar nature commensurate with the level of the post as required by the Head of Public Protection and Regulatory Services
* A commitment to continuous improvement.
* To promote and champion a positive organisation- wide culture that reflects the Council’s values
* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council
* The post holder must have a competent working knowledge of the Service’s IT applications including inputting and extracting data.