



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Environmental Protection Officer/Environmental Health Officer

Vacancy ID: 011601

Salary: £27,741.00 - £36,922.00 Annually

Closing Date: 24/01/2021

Benefits & Grade

Grade J/K/L

Starting salary dependent on experience

Contract Details

2 Posts, permanent

Contract Hours

37 hours per week

Interview Date

10/02/2021

Job Description

We are looking for professionally qualified and skilled officers who are competent, confident, enthusiastic and highly motivated to fill the above posts within our Environmental Protection Team. We are transforming our services to be more efficient and business-like and need your help to drive this forward.

We are seeking to recruit EHO/EPO's to work within our busy Environmental Protection Team who have the ability to address a full range of environmental protection matters. Experience in addressing Local Authority PPC Permits, Contaminated Land, Air Quality monitoring, Planning and Licensing consultations or Noise and Statutory Nuisance will be beneficial.

Applications from graduates or newly qualified officers will be considered assuming the minimum essential criteria on the person specification can be met.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Steve Donaghy, Environmental Health Service Manager, on 01642 526830.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults & Health		Service Area: Environmental Health	
JOB TITLE: Environmental Protection Officer			
GRADE: J/K/L			
REPORTING TO: Environmental Health Team Manager (Environmental Protection)			
1.	JOB SUMMARY: The post holder will be attached to the Environmental Protection team of the Environmental Health Unit, with responsibilities in Local Authority PPC Permits, Contaminated Land, Air Quality monitoring, Planning and Licensing Consultees and Noise and Statutory Nuisance. depending on the applicant's areas of expertise or experience. In the interests of staff development and as changing circumstances and workloads dictate, officers will be required to assist with all work areas within Environmental Protection which could include working as part of the District Team. The post holder will ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	Maintenance of any records of activities required by Management including material that may be required as evidence for legal proceedings.	
	2.	Representing the Department at Council, Committee or other meetings, on working parties, at Court etc. as required.	
	3.	Keeping up-to-date with current legislation and developments in Environmental Health and Public Health, and participating in any in-service training courses that may be required.	
	4.	Contribute to the design, implementation and development of systems and procedures.	
	5.	Promote and maintain at all times good relations with the public including participation in any promotional or publicity exercises and to give formal lectures, talks on aspects of Environmental Health or Public Health work as determined by Management.	
	6	Work outside normal working hours as required by the needs of the service.	
	7	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authority's health and safety rules and legislative requirements.	
	8	To assist in the training and development of staff including the personal assessment of team members and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.	

	9	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
	10	Investigation and corrective action in relation to statutory or other public health related nuisance.
	11	Implementation of enforcement, contractual and advisory procedures and policies in relation to Environmental Protection Law, including E.C. Directives Regulations and associated legislation, U.K. Acts, Regulations, Codes of practice and Guidance Notes etc.
	12	Monitoring of radioactivity/contamination and initiation of appropriate action.
	13	Identification, registration and authorisation of schedule processes under the Pollution Prevention and Control Act 1999 including the maintenance of statutory registers.
	14	Assisting in the monitoring and control of closed landfill sites including leachate and gas control systems.
	15	Assisting in the preparation, maintenance and implementation of Contaminated Land Strategy for the Borough.
	16	Providing Environmental Control input into Development Control issues, Public Entertainment and other Licensing consultations.
	17	Investigation and corrective action in relation to statutory or other public health related nuisance.
	18	Instigation and implementation, of specific projects designed to enhance the Unit's effectiveness in meeting statutory obligations and achieving key objectives.
	19	Provision of advice and support with regard to Environmental Health issues in emergency situations as detailed in the Council's Major Incident Plan.
	20	Monitoring and control of noise and responding to noise complaints and becoming part of the On-Call Noise service.
	21	Monitoring and control of air pollution, including atmospheric emissions of dust, gases and smoke. Assisting in regular reviews of air quality in the Borough in accordance with DEFRA guidance and producing Air Quality Management Plans as necessary.

3. Career Grade Criteria:

J – All Essential criteria

K – All General Duties and:

- Investigation of complaints relating to environmental protection followed by enforcement action including preparation of prosecution documentation and attendance at Court.
- Participation in targeted local or national programmes of work.
- Assisting the maintenance of Registers for LA-IPPC/LAPPC premises, land contamination and computer systems.

L – All General Duties, grade K Duties and:

- Provision of advice and support with regard to Environmental Health issues in emergency situations as detailed in the Council's Major Incident Plan.
- Instigation and implementation, of specific projects designed to enhance the Unit's effectiveness in meeting statutory obligations and achieving key objectives. In particular in the area of environmental protection.
- To assist in the training and development of staff including the personal assessment of team members and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

4. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



PERSON SPECIFICATION

Job Title/Grade	Environmental Protection Officer	J/K/L
Directorate / Service Area	Adults & Health	Environmental Health
Post Ref:	POS004412/POS004420	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Educated to Degree level in an appropriate subject	Registered with the Environmental Health Registration Board. Certificate in Technical Competence in Contaminated land or equivalent NVQ WAMITAB Managing Landfill Operations or equivalent	Application form
Experience	Experience of working within a busy environment working to strict deadlines.	Experience of the working with an Environmental Health Team or Local Government in general. Working Knowledge of GIS and Assess databases	Application / Interview
Knowledge & Skills	Working knowledge of the operation of the Environmental Health function.		Application/ Interview

	<p>Up to date understanding of current Environmental Protection legislation and issues</p> <p>Ability to analyse technical; information and – produce detailed technical reports</p> <p>Ability to contribute to the design, implementation and development of systems and procedures</p> <p>Ability to communicate with the public and other officers, including presentation of formal talks on environmental topics.</p> <p>Ability to work with limited supervision</p> <p>Organisational skills to prioritise and manage workloads</p>		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements	<p>Must be able to work outside normal working hours as required</p> <p>Holder of a current driving licence</p>		Application / Interview
Grade	Criteria (Professional)		
J	<ul style="list-style-type: none"> Meets minimum essential Job Specification criteria only. 		

K	Practitioner <ul style="list-style-type: none">• Meets essential and desirable Job Specification criteria.
L	Senior Practitioner <ul style="list-style-type: none">• Meets essential and desirable Job Specification criteria, with significant experience. In addition to the above at this level the job holder will be expected to have a key lead responsibility for a specific specialism or be expected to lead on major projects/schemes/casework which involves some team supervision and make a significant contribution to professional/service development issues.

Person Specification dated 01/12/20

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.