



Job profile

Job Title

Technical Officer – Environmental Protection and Enforcement

Grade H

Group: Economy Innovation and Growth

Service: Climate Change, Planning, Transport and Regulation

Location: Civic Centre

Line Manager: Assistant Manager: Environmental Protection & Enforcement

Car User Status: Casual

Job Purpose

The role will include assessing and responding to planning, licensing and event plan consultations, dealing with complaints of noise and other forms of statutory nuisance, dealing with complaints about planning permissions, matters affecting the highway, fly tipping and taking enforcement action where necessary.

The key roles of this post will include:

1. Protecting people from the effects of noise and dust including proposed developments, industrial/commercial activities, construction and entertainment noise.
2. Supporting investigations on planning, highways and the illegal disposal of waste.
3. To be responsible for carrying out visits, inspections, surveys and investigations and taking enforcement action including preparing and issuing formal notices, statutory letters and documents and gathering and presenting evidence in court, at public enquiry, or at regulatory, licensing or planning committees.
4. To be responsible for monitoring and updating information systems and producing reports and statistical information as required.
5. To liaise with other Council Services and external agencies to ensure the provision of a co-ordinated multi agency approach to noise control and environmental protection issues.
6. To be responsible for the development, implementation and review of special projects and assigned tasks including promotional, advisory and educational activities.
7. To undertake out of hours work as and when required.
8. To maintain an up-to-date professional knowledge of appropriate legal, technical and social issues to ensure the delivery of an effective quality service.
9. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Current technical and legal knowledge of local authority noise control requirements and statutory nuisances
- Using computers e.g. Windows-based operating systems and Microsoft Office products
- local authority environmental enforcement options

Experience

- Carrying out complex investigations
- Excellent Communication Skills
- Providing excellent customer service

Qualifications

- 4 GCSE's Grade C or above including Maths and English or equivalent
- Current Full driving licence

Desirable:

Knowledge

- Town and County Planning Act 1990 and relevant statutory instruments
- Highways Act 1980 and relevant statutory instruments
- Environmental and waste related legislation
- Prosecution and other enforcement processes
PACE and RIPA

Experience

- Taking all forms of relevant enforcement action
- Use of the inhouse service databases - CIVICA APP, UNIFORM planning software and IDOX
- Working in a Local Authority Noise Control or Environmental Protection or Enforcement service
- Attending court to give evidence or obtain warrants etc
- Representing the Council at Regulatory, Licensing or Planning Committees

Qualifications

In addition to meeting Essential criteria:

- Institute of Acoustics - Diploma in Acoustics and Noise Control
- Certificate of Competence Environmental Noise Measurement
- Diploma/BSc/MSc in an accredited Environmental Health Course
- BA or BSc in Town Planning or related studies



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences