
Recruitment information

Job description and person specification

Your title	Environmental Health Officer / Trainee Environmental Health Officer
DBS check	Basic DBS
Post number	PES 129 /TBC
Your team	Planning and Environmental Health
You would be based	Civic Centre, High Street, Esher, KT10 9SD
Your line manager	Principal Officer – Pollution



Elmbridge Borough Council

... bridging the communities ...

About the role

Our Pollution Control service contributes significantly to the economic, social, and environmental well-being of our residents, businesses and visitors to the Borough. Our overall aim is to ensure public health and the wellbeing of our residents are protected through a range of interventions in the main disciplines of noise, air and land quality.

You will be expected to be self-motivated and seek ways in which to deliver the Council's wider agenda on sustainability and issues that impact our local environment.

We offer a range of career opportunities for individuals that demonstrate motivation, enthusiasm and determination.

This is a career graded post that will allow the individual to progress dependent on matching the key achievements as set out below. The post holder may receive annual increments to the top of each grade, and will be considered on an annual basis for progression to the next grade dependent on performance.

The main purpose of the role

1. You will be working in a small team investigating complaints of noise and nuisance and using your professional judgement when taking appropriate enforcement action in line with statutory requirements and guidance, policies, and procedures, to ensure compliance with Environmental Health legislation.
 2. To deliver the Council's Pollution Control functions in relation to air quality, Environmental Permitted Processes, consultee to Planning and Licensing in accordance with statutory requirements and guidance. In addition to Council policies, processes, and procedures.
 3. To carry out wider public health functions including the full range of environmental protection duties and public health functions including pest control and contaminated land, to promote a safe and healthy environment.
 4. You will work with colleagues in other service areas to support pollution matters, to include colleagues in planning, licensing, community safety, social housing providers and Surrey Police.
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Specific duties and responsibilities

Career graded Environmental Health Officer / Trainee Environmental Health Officer

To provide a customer-focused and efficient Pollution Control service including:

1. Dependant on experience, qualifications and training, you will investigate complaints in respect of any aspect of the work of the Pollution Team, including air quality monitoring, pollution, noise, waste, statutory nuisances, water, or any other relevant area of work. To investigate complaints and take appropriate enforcement action in line with statutory requirements and guidance, policies, and procedures

- Carry out the full range of investigations, audits, assessments, and other procedures and methods, using education, advice and enforcement techniques to achieve legal compliance.
- Make a professional judgement to achieve compliance, monitor and if necessary, take appropriate enforcement action.
- Initiate and perform the full range of enforcement roles, including the service of notices, formal cautions, collecting witness statements, preparing prosecution files and acting as the Council's witness in court.
- To attend meetings of the Council, working parties, liaison groups and outside bodies or any other similar group as and when required.
- Provide advice on planning applications regarding appropriate controls of all pollution matters (noise, air quality, light, construction)
- To prepare responses to premises licence applications in respect of Environmental Health/pollution control matters and attend Committee Hearings as required.
- Check, update and maintain own workload on relevant Council databases

2. Work effectively with internal colleagues, customers and external businesses and partners by applying appropriate legislation and guidance to achieve the best outcomes to particular courses of action.

3. Prepare and present written reports to senior managers, elected Members and stakeholders which require investigation, interpretation and analysis of complex information and incorporate recommendations that are justified by the presented evidence.

4. To carry out duties with an appreciation of the Council's wider agenda on sustainability, Climate Change and issues that impact the local environment.

5. To be self-motivated and manage time effectively and prioritising service requests depending on the risk and meet deadlines and service objectives.

6. Develop and maintain professional knowledge at the required level to fulfil the specified responsibilities of the post and such additional specialist roles as may be determined from time to time, to provide resilience across Environmental Health.

7. Carry out such other duties as required which are appropriate with the purpose and grading of the post.

8. To manage the Councils air quality network which includes air quality stations and a comprehensive network of passive diffusion tubes.

9. To support the delivery of the Councils land quality service

Additional Duties at EHO

10. Develop high levels of expertise in specialist subject areas.
11. You may be allocated specific projects to ensure service delivery.

Special Conditions

12. To participate, as required, in “out of hours” and emergency situations to meet the needs of the service. This may include evening, weekends, summer concert monitoring and civil emergency.
13. Access and use of a vehicle for work purposes throughout the borough will be required.

Scale Point	Key Achievements	Position
22	Commence accredited training	Trainee EHO
30	Successful completion of training and responsible for varied caseload	Trainee EHO
22	Commence accredited training to become an Environmental Health Officer	Student EHO
32	Qualifying as an Environmental Health Officer	EHO
38	Additional specialist qualifications, complex varied cases <i>(At this point a new contract will be issued setting out a two-month notice period)</i>	EHO

What's missing

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme. You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed to do the job.

We will consider your written application in relation to the essential knowledge, skills, abilities, education, and experience required for the job, and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education, and experience make you suitable for this post.
- You may have gained these through previous employment, voluntary/community work, spare time activities, home responsibilities, training, or languages spoken.
- You should also include anything else relevant to the job, which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

Environmental Health Officer /
Trainee Environmental Health Officer

Post No: PES 129

Scale: EHO – Grade SO2, Scale point 32- 41

Scale: Trainee EHO Grade 5 to SO1, Scale point 22 to 31

Team: Planning and Environmental Health

Hours: 36

Salary: EHO £36,087-£45,671

Car Allowance: C2 Core Car User

Salary: Trainee EHO £26,973-£35,099

Key requirements (Desirable / Essential)	Trainee Environmental Health Officer	Environmental Health Officer	To be tested by: Application (A) Interview (I)
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	Qualifications and Education			
1	Trainee EHO 3 A Levels including at least one science subject or equivalent qualifications or demonstrable workplace experience	Essential	-	A, I
2	Trainee EHO- Degree or equivalent in a science subject	Desirable	-	A, I
3	EHO – Degree, Diploma or completed level 6 apprenticeship in Environmental Health	-	Essential	A, I
4	EHO – Registered by the EHRB or CIEH as Environmental Health Practitioner / Chartered Environmental Health Practitioner	-	Essential	A, I

5	Additional specialist qualifications relating to or transferable to environmental health.	Desirable	Desirable	A, I	
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Experience					
6	Experience of working in a regulatory role, preferably in a local authority or public service organisation.	Desirable	Essential	A, I	
7	Previous working experience in the application of nuisance, entertainment licensing, PPC, air quality, pest control, contaminated land and drainage.	Desirable	Essential	A, I	
8	Experience of using software databases and complaints handling software to manage your work.	Desirable	Desirable	A, I	
Knowledge, skills and abilities					
9	Excellent communication skills.	Essential	Essential	A, I	
10	Good working knowledge of current Environmental Health legislation and the ability to apply to real life scenarios.	Desirable	Essential	A, I	
11	Good working knowledge of Microsoft Office software.	Essential	Essential	A, I	
12	A commitment and ability to prioritise and programme your workload to meet deadlines, targets and performance indicators.	Essential	Essential	A, I	

13	Ability to deliver work to a high standard.	Essential	Essential	A, I
14	Drive and motivation to work proactively and with minimal supervision	Essential	Essential	A, I
15	Ability to work under pressure and contribute to team effectiveness	Essential	Essential	A, I
16	Able to explain complex technical issues to a wide variety of audiences	Essential	Essential	A, I
17	Understanding and experience of Local Government and working with elected members	Desirable	Desirable	A, I

	Special Requirements			
18	Membership of CIEH	Desirable	Desirable	A
19	A commitment to provide a high-quality service to customers	Essential	Essential	A, I
20	Demonstrate you are a flexible and adaptable team worker and willing to work out of office hours.	Essential	Essential	A, I
21	Full driving licence	Essential	Essential	A
22	Access to a vehicle for work	Desirable	Desirable	A

