**Job Description **

**Senior Environmental Protection Officer**

 **(Ref: 001514)**

**Reports to: Environmental Protection and Waste Manager**

**Responsible for - Directly: None**

**Working environment: Hybrid-office/home with regular site visits**

**Working hours: Full time – 37 hours over a 5 day week, flexible working**

**Permanent**

**Purpose of role**

To protect public health, by carrying out inspections and investigating complaints to ensure compliance with the relevant legislation, including the provision of information and advice and enforcing the relevant legislation.

To take the lead and be responsible for the proactive and reactive enforcement of the various legislative regimes administered by the Environmental Protection and Waste Team.

To work under the general direction of the Environmental Protection and Waste Manager to ensure the effective and efficient running of the Environmental Protection and Waste Team and discharge the Council’s statutory duties in respect of a range of Environmental Health functions.

**Key result areas:**

* To carry out associated enforcement responsibilities including responding to complaints, carrying out routine inspections, interviewing witnesses and offenders and others. These duties may include formal interviews of individuals subject to potential criminal prosecution under caution; preparing committee reports, serving of enforcement notices; files of evidence and statements; giving evidence at magistrates and other appropriate courts acting as a witness or investigating officer.
* To lead in the development and implementation of enforcement strategies and programmes for the team’s functions to optimise service delivery and encourage compliance with legislative standards.

**Main responsibilities**

* To carry out consultations in relation to planning applications and licensing applications. To create reports for the relevant Committees and to attend and present evidence as required.
* To represent the Environmental Protection and Waste Manager on Working Parties , etc both interdepartmentally and with external bodies
* Provide guidance, advice and support to the Environmental Protection Officers and Environmental Rangers as required.
* Take the lead on the complex investigations and complaints.
* To lead on the development of operational procedures within the team relating to the environmental protection functions.
* To provide advice and guidance to members of the public, businesses and elected members in relation to work undertaken by the Environmental Protection and Waste team.
* To undertake administration duties necessary for the performance of the job functions, including writing Notices, letters and reports. To maintain relevant computer and manual file records including inputting of data onto the computer. To provide statistics as are necessary for the efficient operation of the Team.
* To deal with correspondence and produce any statistical information required.
* Assisting in the provision of training, information, and advice to new members of staff, visiting students and Officers in other Departments regarding the work of a professional technical officer and in relation to specialist equipment.
* To participate in the out of Hours service on a rota basis and to support the Council as part of the emergency planning process including responding to emergencies in business hours and out of normal office hours as required.
* To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
* In order to maintain flexibility, the postholder may be called upon to assist with work in other Services,
* To undertake any other such other functions commensurate with the grade of the post as may be directed by the Environmental Protection and Waste Manager in order to facilitate the performance of the above duties and general service delivery and work efficiency of the service.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* 1. Ability to survey land , buildings and vessels
	2. Excellent communication skills both verbal and written to be able to communicate with a wide audience of customers and partners
	3. Experience of working with the public
	4. Experience of undertaking enforcement activity as part of a frontline team or other similar area of work
	5. Ability to manage own time and workload
	6. Excellent knowledge of environmental protection and waste legislation and procedures
1. **Qualifications & Skills**

**Essential**

* 1. Demonstrable experience within an Environmental Protection team of a local authority (or similar work experience), essential if qualification standard below is not met

**Desirable**

* 1. Degree or Diploma in Environmental Health or equivalent
	2. Professional membership of a recognised organisation relevant to the post
1. **Personal Qualities and Attributes**
	1. To demonstrate effective time management
	2. To be able to demonstrate a non-threatening and even-handed approach and be able to identify potential aggressive situations and satisfactorily resolve
	3. The ability to listen and remain calm
	4. The ability to apply practical solutions
	5. To demonstrate empathy with others
	6. The ability to acknowledge other’s points of view whilst maintaining direction and meeting targets
	7. The ability to work under pressure
2. **Competencies**
	1. Ability to clearly present information or provide explanations that are easily understood by others
	2. The ability to prioritise work and to forward plan to meet personal, team and departmental deadlines.
	3. A high standard of interpersonal skills to enable you to communicate effectively and clearly with a wide range of people and groups.
	4. Clear, reasoned and structured report and letter writing skills
	5. The ability to use information and technology and maintain accuracy of information
3. **Behaviours**
	1. Effective and open communication.
	2. Work together.
	3. Taking Personal Responsibility.
	4. Putting Great Yarmouth first.
	5. Respecting others.
	6. Embracing change.
4. **Personal Circumstances**

5.1 An ability to work outside of normal working hours when necessary and to be flexible at other to meet the Council’s duties