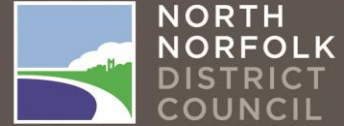


# JOB DESCRIPTION



**Senior Public Protection Officer (Level 2) (Post 2072, 1135, 1296, 2209, 2506)**  
**Senior Environmental Protection Officer (Level 2) (Post 2074, 2306)**  
**Senior Licensing Enforcement Officer (Level 2)**

## **Service Area**

Environmental Health

## **Manager/Team Leader**

Public Protection Team Leader

## **Direct reports**

N/A

## **Total Managed**

N/A

## **Purpose of the Role**

Undertaking regulatory activities including enforcement as a key member of the Environmental Protection or Public Protection Team. To assist with policy development and to be the lead officer for a technical specialism in respect to the relevant service area. To mentor other officers, providing support and advice in order to ensure effective case management and successful outcomes.

## **Key Result Areas**

1. To act as lead officer for one of a range of specialist areas within one of the teams listed above.
2. To provide support and advice to prospective or existing businesses or residents on potentially complex issues in relation to compliance with relevant legislation.
3. Undertake investigations, inspections and interviews in accordance with Council policies & procedures; the Police & Criminal Evidence Act and good practice.
4. Undertake enforcement work in connection with other teams, departments and other enforcement bodies.
5. Investigate complaints from the public and businesses and decide on the most appropriate course of action with reference to the Enforcement Policy and departmental procedures.
6. Additional, unsociable hours both planned and unplanned may be required. To take part in the Council's out of hours scheme as required.
7. Prepare correspondence, records, reports, legal notices, statements of evidence and prosecution files and to undertake negotiations, consultations or discussions as appropriate and necessary.
8. Attending Council meetings, hearings, Courts or Tribunals as required in supporting or enforcing legislation or the policies of the Council.
9. Carry out research into changes into legislation relevant to the lead area of work and to consult with stakeholders as appropriate on changes in policy as appropriate.

10. To provide higher level professional/technical advice on a wider range of issues to customers, senior officers and other organisations relating to the area for which they take a lead role.
11. To mentor to more junior officers, providing support and advice in order to endure effective case management.
12. A team member who contributes to the delivery of a range of services and the development of professional policy and practices, which may include licensing, food, health and safety, pollution control and other service areas outside Environmental Health.
13. To take reasonable care for the Health and safety of yourself and other persons who may be affected by your actions or omissions at work.
14. Any other work required and as directed within the confines of the existing grading and post.

# PERSON SPECIFICATION



**NORTH  
NORFOLK  
DISTRICT  
COUNCIL**

<b>Senior Public Protection or Senior Environmental Protection Officer (Level 2) (Posts 2072, 1135, 1296, 2209, 2974, 2306, 2506)</b>				
		<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Experience/ Knowledge</b>	Able to demonstrate significant experience/knowledge in a relevant area of environmental health which would typically be developed over a period of some years. For those with an HND the level of experience would typically be accrued through a longer period of post qualification experience or significant further study in a related field	✓		<b>Application Form */ Interview</b>
	Experience/knowledge of other areas of Environmental Health	✓		<b>Application Form */ Interview</b>
	Able to demonstrate good decision making skills and understanding of the impact of the political environment in which they operate.	✓		<b>Application Form */ Interview</b>
	Able to demonstrate a strong knowledge of enforcement including operating within a regulatory framework and also within and according to operational and technical policies and protocols.	✓		<b>Application Form */ Interview</b>
	Proven track record of achievement	✓		<b>Application Form */ Interview</b>

\*In order to assess this from the application form we require you to provide an example.

		Essential	Desirable	How Identified	
<b>Qualifications</b>	For Environmental Health Practitioners: <ul style="list-style-type: none"> <li>• Qualified Environmental Health Practitioner with professional registration with the Environmental Health Officers Registration Board</li> <li>• Full voting Member of the CIEH</li> <li>• Relevant post graduate diploma or equivalent qualification</li> <li>• Assessment of Professional Development or Chartered EHP status or able to demonstrate the skills knowledge and experience which would typically be developed through considerable post qualification experience, typically three years or more</li> </ul>	✓		Application Form *	
	For other graduates/professionals <ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Membership of a relevant professional body through examination (with CPD requirements)</li> <li>• Post graduate diploma or equivalent qualification in a relevant area of Environmental Health</li> <li>• Able to demonstrate the skills knowledge and experience which would typically be developed through significant experience, typically five years or more</li> </ul>	✓		Application Form *	
	UKAS qualified lead auditor to ISO 9001:2008 or have substantial experience of operating services in a quality management system		✓		Application Form *
	Full Driving Licence	✓			Application Form *

\*In order to assess this from the application form we require you to provide an example.

		Essential	Desirable	How Identified
<b>Training</b>	Able to demonstrate Professional body CPD requirements are up-to-date	✓		Application Form *
	Appropriate training in an area of Environmental Health This may include: <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Licensing</li> <li>• Food</li> <li>• Environmental Protection</li> <li>• Housing – private sector</li> </ul>	✓		Application Form */ Interview
<b>Skills</b>	Good interpersonal and communication – oral and written (reports/letters/notices/records)	✓		Application Form */ Interview
	Good people/customer management skills	✓		Interview
	Good keyboard and a basic level understanding of Information Technology office based software	✓		Application Form */ Interview
	Ability to mentor and support level1 officers	✓		Application Form */ Interview
	Ability to develop of professional polices and procedures taking into account wider Environmental Health issues.	✓		Application Form */ Interview
<b>Aptitude and Disposition</b>	Able to manage and organise their workload including a range of competing priorities	✓		Interview
	Has a 'can do' attitude	✓		Interview
	Assertive		✓	Interview
	Enthusiastic and self motivated	✓		Interview
	The post-holder will be able to demonstrate making effective judgements or decisions to successfully solve problems and will be able to evidence awareness of the wider organisational context.	✓		Interview/ Testing
	Ability to adapt style to situation	✓		Application Form */ Interview
	Demonstrates commitment to delivering a quality service or product	✓		Interview

\*In order to assess this from the application form we require you to provide an example.

		Essential	Desirable	How Identified
<b>Personal Circumstances</b>	Daily access to a vehicle	✓		Interview
	Able to work outside office hours (planned and unplanned) This will also involve taking part in the out of hours system on a rota basis as required.	✓		Interview

		Essential	Desirable	How Identified
<b>Physical continued...</b>	<p>Sufficient personal mobility to undertake site visits which will involve movement around between sites and may on occasions be exposed to the following hazards:</p> <ul style="list-style-type: none"> <li>• Disorderly/potentially violent clients, especially in licensed premises and when dealing with statutory nuisance</li> <li>• Pest infestations</li> <li>• Infectious diseases</li> <li>• Contaminated food</li> <li>• Environmental pollution e.g. contaminated land and water</li> <li>• Hazards associated with breaches of Health and Safety at Work legislation</li> <li>• Unsafe property and buildings</li> <li>• Other public health issues</li> </ul> <p>In addition when undertaking their enforcement role they will be required to manage conflict in dealing with members of the public.</p>	✓		Interview

\* Examples of relevant subjects would be Health and Safety, Licensing, Food, Environmental Protection, and Housing.

\*In order to assess this from the application form we require you to provide an example.

Environmental Health

FUNCTION	OFFICER RESPONSIBILITIES
<p><b><u>ENVIRONMENTAL PROTECTION</u></b></p>	<ul style="list-style-type: none"> <li>• Environmental Permit Inspections</li> <li>• Investigations of nuisance and other pollution complaints</li> <li>• Investigations of fly tipping, littering and other environmental crimes</li> <li>• Investigations of rat infestations</li> <li>• Enforcement of dog control orders</li> <li>• Review and comment on Licensing applications and temporary event notices</li> <li>• Review and comment on planning applications</li> <li>• Advice to public, managers, councillors and businesses</li> <li>• Out of hours visits as required to fulfill the job role</li> </ul>
<p><b><u>PUBLIC PROTECTION</u></b></p> <p><b>Licensing Enforcement</b></p> <p><b>Licensing</b></p> <p><b>Corporate Health &amp; Safety</b></p> <p><b>Health &amp; Safety Enforcement</b></p>	<ul style="list-style-type: none"> <li>• Investigate/advise on licensing matters</li> <li>• Undertake vehicle/premises inspections and interviews</li> <li>• Enforcement in connection with licenses issued</li> <li>• Liaison with Police, Councillors and other enforcement bodies</li> <li>• Investigate breach of license conditions or licensing law and complaints/enquiries</li> <li>• Compliance visits/inspections out of hours</li> </ul> <p>Alcohol and entertainment, gambling, adult gaming, family entertainment centres, betting shops, small society lotteries, adult entertainment, taxis – Hackney/private hire, animal boarding and breeding, dangerous wild animals, pet shops, riding establishments, zoos, body piercing, street trading, scrap metal, charitable, house to house, street collections and caravan sites</p> <p>Provision of advice, guidance and support to managers and staff on all matters relating to Health &amp; Safety</p> <ul style="list-style-type: none"> <li>• Provision of advice, guidance and support to business and public</li> <li>• Enforcement of regulations made under the Health and Safety at Work Act etc</li> </ul>