

Designation:	Environmental Protection Officer
Grade:	Stroud 5
Hours:	37
Location:	Ebley Mill
Job Purpose:	To assist in the delivery of the work of Environmental Health's Environmental Protection Team
Responsible to:	Principal EHO / Principal EPO
Responsible for:	Some supervisory responsibility for temporarily assigned or shared employees, including on the job training or the allocation and checking of work for accuracy.

KEY DUTIES

- To carry out daily tasks and special projects relating to the Environmental Protection Service including the investigation of complaints, enquiries and incidents in respect of pollution control and other related environmental health matters.
- Undertake specialist issues relevant to the service as requested and participate as required in the delivery of promotional and educational events and seminars.
- Gathering and preparation of evidence to support legal proceedings.
- Exercise appropriate statutory enforcement powers having regard to relevant authorisations, inspect commercial premises to ensure compliance with permit requirements and organise and undertake sampling and monitoring programmes, including the interpretation of results and instigation of remedial action.
- To be the lead officer for the Council's private water supplies regulatory duties, including inspection/investigation and sampling.
- Maintain detailed and accurate records of all work and maintain the computer database system in accordance with agreed procedures.
- To effectively operate air pollution and noise monitoring equipment and all other technical systems maintained by the section.
- Carry out any other duties as may be reasonably required including work outside normal office hours in an emergency or by prior arrangement as appropriate.

- ❑ Work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

- Excellent communication skills, both verbal and written
- An understanding of administrative processes and systems
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload
- Possess suitable and appropriate recognised qualification and/or competencies in the environmental protection field

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.

COMPLEXITY AND CREATIVITY

- ❑ To devise and implement effective solutions to problems relating to environmental protection issues
- ❑ Exercise a balance between education and enforcement
- ❑ Respond to queries and complaints

Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines.

JUDGEMENT AND DECISIONS

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Members of the Council
- Members and staff of other local authorities and partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of service delivery issues where the content and outcome may not be straightforward or well established and may require more detailed assessment prior to provision of advice and guidance and/or the initiation of action.

RESOURCES

Responsible for the proper use and safekeeping of higher cost items of equipment such as environmental monitoring equipment including specialist sound level meters, recording equipment, etc.

TRAVEL DESIGNATION

Car User (mileage allowance at HMRC rate).

GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives
- To work with communities sometimes outside normal office hours, including weekends.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required
- To work within Health and Safety guidelines in accordance with the Health and Safety at Work Etc Act 1974
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

