

Job description	
Job title	Environmental Health Officer
Grade	L / M
Directorate	Public Health and Wellbeing
Section/team	Environmental Health and Consumer Protection
Accountable to	ENVIRONMENTAL HEALTH TEAM LEADER
Responsible for	To undertake the relevant statutory duties of the EHCP Service but working primarily within the Environmental Health Section
Date reviewed	December 2015

Purpose of the job

As part of the Environmental Health Team you will assist with the provision of a comprehensive Environmental Health service and specifically carry out proactive and reactive inspections and interventions in relation to Housing, Statutory Nuisance, Public Health, Environmental Crime, Waste Regulation, and Dog Control. You will also be required from time to time to carry out interventions in relation to other areas of the Environmental Health and Consumer Protection Services work. As a Senior EHO you will also carry out work in relation to the provision of primary authority advice to businesses.

Providing a high quality service in a professional manner and ensuring continuous improvement of the service and delivery.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To undertake inspections and surveys as required across the broad range of duties and responsibilities of the Environmental Health service.
2. To investigate complaints from tenants, private householders and businesses concerning Housing, drainage, disrepair, empty homes,



accumulation of waste, environmental crime, mobile homes, dog control, pollution and other general nuisances.

3. To carry out proactive patrols of the Borough when directed, in order to identify and respond to nuisance and environmental concerns.
4. To preparing reports and gathering evidence, investigation of cases, and preparation of legal cases brought by the service.
5. To prepare and serve legal notices and fixed penalty notices and where necessary arrange for work to be carried out in default/ attend court to give evidence where directed by the Environmental Health Team Leader.
6. To support the Environmental Health Team Leader in the development of policies and procedures, making use of best practice, innovative solutions and enhanced enforcement powers.
7. Support the Council in the implementation of the Empty Homes Strategy action plan.
8. To undertake surveys of identified empty homes and to communicate with property owners in Knowsley to facilitate returning empty homes to use.
9. To take the lead role in developing action plans to tackle complex problems sites/neighbourhood issues and lead on other areas of work as directed.
10. To undertake work in relation to Public Health Funerals including inspection of properties, liaising with relatives, the Coroner, Treasury or other agency and complying with relevant legislation and procedures.
11. To undertake work to review planning consultations to determine Environmental Health impacts of proposed developments and draft responses as required by the Team Leader.
12. To direct sampling and Monitoring work in accordance with sampling programmes and to support assessment and enforcement action and initiate appropriate follow up action.
13. Undertake hazard spotting on all inspections and intervention and take appropriate follow up action or refer to the appropriate specialist officer to ensure compliance with other EHCP enforced legislation.
14. To provide specialist advice and guidance to members of the public, businesses and prospective businesses relating to housing, environmental crime, statutory nuisance, dog control and waste regulation.



15. To attend the Council's Planning and licensing committee and other meetings where requested in order to provide advice and guidance relevant to your areas of expertise.
16. To carry out relevant training courses and presentations where directed.
17. To have detailed knowledge of legislation and policies relating to a range of Environmental Health matters and to provide guidance and advice to Elected Members, residents and businesses as requested.
18. Where negotiation with duty holders fails to bring about satisfactory progress, to pursue enforcement action under relevant legislation in conjunction with other Council service teams.
19. To utilise a range of technical equipment required to carry out the job e.g CCTV, Air Quality Monitoring equipment, Noise monitoring equipment, Mobile technology etc.
20. To undertake work in relation to the Service and Council's response to major incidents and emergencies as directed.
21. Have responsibility for the supervision and professional / technical guidance of members of staff under the direction of the team leader.
22. Undertake investigations of a complex or protracted nature and liaise with other organisations and agencies to achieve a suitable outcome.
23. To be individually accountable for special projects or areas of work when specifically assigned and to be responsible for the planning, allocation and supervision of work to achieve a desired outcome.
24. To participate in the development of primary authority relationships with business and the provision of primary authority advice.
25. To deputise for the EH team Leader as directed.
26. To be responsible for the Council's Human Resource Policies and procedures including employee relations and training within the supervisory responsibilities of the post.
27. To undertake duties of a similar nature and commensurate with the grade as may be assigned from time to time by the Environmental Health Team Leader or Head of Environmental Health and Consumer Protection.

The post attracts essential car user status.



Health and safety

- To undertake appropriate and up to date training in the use of any equipment required in order to discharge the duties and responsibilities of the post.
- To use equipment as instructed and trained.
- To inform the Head of Service of any breach of health and safety issues or indeed of any situations or events which it is considered could place individuals in danger.
- To ensure that as an individual the post holder is aware of the issues of lone working and acts in accordance with any training briefing or advice given.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.



Knowsley Council