



Job description			
Job title	Environmental Health Enforcement Officer		
Grade	H		
Directorate	Place		
Service/team	Environmental Health Service		
Accountable to	ENVIRONMENTAL HEALTH TEAM LEADER (DOMESTIC)		
Responsible for	Carrying out a wide range of Environmental Health Duties		
JE Reference		Date Reviewed	May 2026

Purpose of the Job

To support the Environmental Health Team Leader by delivering a range of technical and enforcement activities across environmental health functions. You will investigate complaints, undertake inspections, and take appropriate enforcement action to protect public health and improve environmental standards across the Borough.

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. Undertake inspections, surveys and investigations across a broad range of Environmental Health activities, ensuring compliance with relevant legislation.
2. Investigate complaints from residents, businesses and elected members relating to issues such as pests, housing disrepair, drainage, waste accumulation, empty properties, pollution and statutory nuisances.
3. Carry out proactive patrols to identify environmental issues and take appropriate action.
4. Gather evidence, prepare case files and contribute to the development of enforcement cases, including attendance at court where required.



5. Serve statutory notices, fixed penalty notices and take enforcement action in line with legislation, including arranging works in default where necessary.
6. Support the development and implementation of service policies, procedures and enforcement approaches, incorporating best practice and innovation.
7. Maintain up-to-date knowledge of relevant Environmental Health legislation and guidance.
8. Work collaboratively with internal colleagues and external partners to resolve environmental issues and support enforcement outcomes.
9. Contribute to neighbourhood improvement initiatives and targeted action plans to address problem sites.
10. Operate and maintain a range of specialist equipment including noise monitoring equipment, CCTV and mobile technology.
11. Undertake duties relating to Public Health funerals, including property inspections, liaison with relevant agencies and compliance with legal requirements.
12. Review planning applications and provide professional Environmental Health comments.
13. Contribute to emergency response and major incident duties when required.
14. Support additional service activities as directed, including (where instructed) stray dog collection and transport.
15. Undertake other duties commensurate with the grade as required

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.
- 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 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, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.