GRAVESHAM BOROUGH COUNCIL

**JOB DESCRIPTION**

# DIVISION - Community Protection Service / Communities & Inclusive Growth Directorate

**DEPARTMENT - Environmental Health – Environmental Protection Team**

**POST - Environmental Health Technician / Senior Environmental Health Technician**

**GRADE - Scale 5 to SO1**

**(subject to essential person specification criteria)**

**HOURS - 37 hours per week**

# RESPONSIBLE TO - Environmental Protection Team Leader

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change in order to meet the demands of the service, new legislation or policies of the council(s). It is expected the post holder will contribute to and assist in the development of such changes.

# Job Summary

* To carry out a range of duties within the Environmental Protection Team commensurate with the post-holder’s level of experience and qualifications, but with a particular focus on noise/acoustics.
* To act as a key consultee in relation to licensing and planning applications, primarily in relation to noise/acoustics as well as any other Environmental Protection responsibilities, e.g. odour, artificial lighting, air quality impacts etc.

It should be noted that whilst staff may be allocated certain areas of ‘lead responsibility’, they will be required to become competent and deliver the service in all areas and aspects of environmental protection.

**Job Activities**

* To carry out inspections, investigations and enforcement, and deal with complaints and other service requests, in accordance with the statutory guidelines and departmental procedures as well as other environmental protection functions of the council including, but not limited to, air quality, pollution, smoke nuisance and control, noise/acoustics, statutory nuisances, filthy and verminous properties, unauthorised encampments, contaminated land, pests and drainage.
* To give appropriate technical advice to the general public, local businesses/traders, consultants, officers and Members of the Council and outside agencies on work areas within the work of the Section.
* To act as a key consultee in relation to planning and licensing applications.
* To provide support to other members of the Environmental Protection team in their duties and provide cover as required to assist in maintaining the level of service
* To work with colleagues/customers/partners/agencies to achieve the goals of the service including attending meetings as required, providing verbal and written reports to Managers and elected Members and to cooperate and actively participate in the training programme of the Department including the delivery of seminars/presentations to a range of audiences (colleagues, groups, in-house / external training etc.) and assisting as may be required with the training of students and other Council staff.
* To participate in the programme to maintain, calibrate, and otherwise service and operate the Council’s air quality and other environmental monitoring equipment including the Council’s diffusion tube network.
* To transport, install and use technical equipment where appropriate for the investigation of nuisances and environmental monitoring within the borough.
* To undertake office duties associated with the work of the Section, including in relation to the reception and investigation of complaints/requests for service, report writing, etc.
* To identify and take appropriate intervention actions in accordance with relevant legislation, policies, departmental procedures, guidance and best practice including:
  + gathering evidence for prosecution/legal action, including interviewing offenders, obtaining witness statements and making all necessary enquiries;
  + preparing, serving and enforcing formal Notices
  + preparing correspondence or reports
  + preparing prosecution case files/committee reports, attending briefings and committees as and when required and presenting evidence in court or at enquiries.
* To work out of hours on an ad-hoc basis to support/progress the casework of the team and wider service as may reasonably be required.
* To develop the skills, knowledge and ability necessary to competently perform all relevant duties of the Department.

**General**

* To carry out such other duties as may be required, commensurate with the grade and level of responsibility, as directed by management.
* To participate as required in Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours.  In the event that an incident has occurred which disrupts the council’s ability to deliver its critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.
* A commitment and contribution to the Council’s Equal Opportunities Policies is an essential requirement of the post.
* The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice, Procedures or Policies.
* The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance council policies, General Data Protection Regulation, Data Protection Act 2018 and other legislation.
* The post holder will comply with Statute and Council Policy in all respects.
* An awareness and commitment to Section 17 of the Crime and Disorder Act

1998, which places a statutory duty on police and local authorities to work in partnership in order to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA

* A commitment to the values and corporate objectives of the Councils
* The post holder will be required to have a full UK driving licence and daily use of their own vehicle with suitable business insurance and have a DBS check in place, in order to support the needs of the service and responsibilities set out within this document.

**Salary Criteria**

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| **Job Title** | **Salary Grade** | **Restrictions** |
| **Environmental Health Technician** | Scale 5 | For staff on appointment with no directly relevant experience or directly relevant qualifications\* |
| **Environmental Health Technician** | Scale 6 | For staff with directly relevant experience  **or**  who hold a directly relevant qualification\* **and** have some directly relevant experience |
| **Senior Environmental Health Technician** | SO1 | For staff who have achieved a significant level of directly relevant experience **and** demonstrate the ability to work independently  **or**  who hold a directly relevant qualification\* **and** have directly relevant experience **and** demonstrate the ability to work independently. |
| **\*Directly relevant qualifications could include:**  Certificate of Competence in Environmental Noise Monitoring  IOA Diploma in Acoustics and Noise Control  BTEC Environmental Health  BSc or MSc Environmental Science or Environmental Health  Or equivalent qualification in a relevant field | | |

**PERSON SPECIFICATION**

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| CHARACTERISTIC | SPECIFICATION | |
|  | ESSENTIAL | DESIRABLE |
| SKILLS/ABILITIES (Specific skills and abilities required to undertake the duties). | Excellent communication skills - both orally and in writing  Excellent organisational and time management skills  IT proficient, including a strong practical working knowledge of Microsoft Office programs (e.g. Word, Excel, etc.) and keyboard skills | Familiarity with IDOX Uniform software  Ability to use noise monitoring equipment |
| KNOWLEDGE (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations). |  | Knowledge and understanding of local authority environmental protection functions and associated legislation.  Understanding and practical experience of PACE  Noise-related British Standards and/or acoustics |
| QUALIFICATION TRAINING  (Education/vocational qualifications and other training).  **Verification will be required** | Good level of general education to ‘A’ level standard or equivalent by experience | EMAQ+ Essentials of LAQM Certificate  IOA Diploma in Acoustics  Certificate of Competence in Environmental Noise Monitoring  BTEC/BSc/MSc Environmental Health, Environmental Sciences or equivalent qualification in a relevant field |
| EXPERIENCE  (Level and type of previous experience) | Relevant experience will be needed for Senior Environmental Health Technician (and above) designations. | Experience of work in an enforcement or regulatory role/ Local authority experience  Environmental health experience  Air quality monitoring experience |
| QUALITIES  (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team). | Self-starter/motivated  Innovative and able to adapt to new practices  Ability to work co-operatively in a team  Customer and solution focussed with initiative and can-do attitude  Ability to work under pressure, with minimum supervision and to tight deadlines  Assertive and able to deal with difficult customers / situations  Methodical and meticulous  Honest and trustworthy  Empathetic and conscientious | Confident with handling dogs |
| SPECIAL CONDITIONS  (E.g. willingness to work unsociable hours or wear a uniform). | Car driver with full licence and unrestricted use of vehicle  Must be able to carry out air quality diffusion tube deployment, premises inspections, including vacant sites, rural and agricultural locations, confined spaces, use of steps, ladders, etc.  Ability to undertake lifting and carrying of equipment and articles  Ability and willingness to undertake further specialist training as required  Able to work flexible and unsociable hours including some evenings and weekends  Able and willing to work remotely (e.g. from home) |  |