

JOB DESCRIPTION

JOB DETAILS	
Post title:	Principal Environmental Health Officer
Post grade:	H
Post number:	DCHE04
Directorate:	Environmental and Housing Services
Section:	Community Services
Reporting to:	Head of Environmental Health
Line manager:	Yes
Date updated:	April 2025

MAIN PURPOSE OF JOB
<p>To provide operational management within the environmental health service including line management and supervision of officers together with performance management. To undertake significant technical inspections and interventions, in addition to the provision of specialist advice to the Council across one or more of the core environmental health areas (Environmental Protection, Private Sector Housing, Food Safety and Health and Safety).</p>

SPECIFIC DUTIES
<ul style="list-style-type: none"> • To provide supervisory and line management responsibilities for Environmental Health Officers, Community and Business Liaison Officers and Environmental Health Assistants. This may include: <ul style="list-style-type: none"> • Allocation of work tasks and activities • Monitoring performance and work backlogs • Conducting one to one meetings, staff appraisals and Personal Professional Development Plans (PPD) • General day to day technical and supervisory support. • To take a lead for the performance of one or more of the following areas – Environmental Protection, Private Sector Housing, Food Safety and Regulatory Health & Safety. Ensuring that services are delivered in accordance with statutory requirements, the environmental health service plan and professional best practice. • To undertake a personal caseload of reactive and proactive cases as required. This may include. <ul style="list-style-type: none"> • Responding to complaints and service requests from members of the public • Responding to service requests and requests for assistance from partner agencies such as the Food Standards Agency (FSA), United Kingdom Health Surveillance Agency (UKHSA), Environment Agency (EA) and Health and Safety Executive (HSE) • Undertaking inspections, sampling and planned proactive interventions. • Carrying out both formal and informal enforcement interventions including service of improvement notices, prohibition notices and fixed penalty notices (FPNs) • Gathering evidence including interviewing witnesses and defendants • Obtaining and securing evidence in accordance with Police and Criminal Evidence Act 1984 (PACE) and Regulatory and Investigatory Powers Act 2000 (RIPA). • Preparation of prosecution files and attendance at court proceedings • Carrying out both planned and reactive sampling interventions.

- To provide advice, assistance, and reports in respect of planning applications, licensing applications and land charge searches.
- To prepare reports for the Council committee's and to attend committees if required.
- To devise and implement planned proactive inspection programs
- To provide high level specialist advice to a range of stakeholders including council committees, elected members, senior managers, colleagues, and members of the public.
- To provide advice to businesses and commercial premises including undertaking business advice visits and provision of advice through the Councils Growth Hub facility.
- To maintain up to date specialist knowledge, skills, and continuous professional development (CPD)
- To represent the Council at local and regional technical liaison groups
- To represent the Council at public meetings including Council committees and town/parish council meetings.
- To participate as required in the Councils emergency planning function, including undertaking training and exercises, and participating in the Councils emergency response as directed.
- To deputise for the Head of Environmental Health as required.
- To undertake any other duties properly assigned from time to time by the Head of Environmental Health Service which are appropriate to the grade and character of the post.

KEY WORKING RELATIONSHIPS

Principal EHO (job share)
 Head of Environmental Health
 Director of Communities
 Environmental Health Officers
 Community and Business Liaison Officers
 Environmental Health Assistants

RESOURCES

- Responsible for direct line management and supervision of officers
- Responsible for financial expenditure – e.g., approving Disabled Facility Grants (DFG) and use of corporate credit card.
- Responsible for equipment such as noise monitoring devices and temperature probes

PHYSICAL DEMANDS

Requirement to work on site in challenging environments including inclement weather and uneven terrain.

MENTAL DEMANDS

- Requirement to manage and prioritise a challenging workload of competing demands.
- An ability to analyse and interpret a range of quantitative and qualitative data sources in order to inform accurate decision making.
- An ability to communicate effectively and appropriately in both written and verbal form to a range of audiences from elected members and senior managers to colleagues and members of the public. Requirement to handle difficult and sensitive situations including dealing with individuals who may be angry, upset, and vulnerable.

WORKING ENVIRONMENT

Combination of office and home working. Working pattern to be agreed with manager taking into account the Council's Agile Working Policy.

ALL STAFF RESPONSIBILITIES

- To adhere to all Council policies, in particular equal opportunities
- To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.

HEALTH AND SAFETY

Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.

PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Educated to degree level or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Certificate of Registration of the Environmental Health Registration Board (EHRB) or Diploma in Environmental Health (or its antecedents) awarded by EHRB or the Royal Environmental Health Institute of Scotland (REHIS).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Evidence of continuing professional development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form

we are **Open and Honest**

we are **Respectful**

we are **Inclusive.**

EXPERIENCE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Experience in a management role or significant supervisory experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Significant experience of a regulatory role in licensing, trading standards, environmental health, or similar service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Experience in undertaking complex investigations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Understanding of the legal controls around investigative processes (PACE, RIPA, CHIS etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Experience of working with back-office database systems such as IDOX UNiform	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form/Interview
Knowledge of council and other stakeholder procedures and processes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form/Interview
SKILLS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Ability to communicate to a variety of audiences (verbal and written) and to negotiate to gain support on key issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Ability to understand and analyse complex problems and interpret and implement complex legislative provisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Ability to work under pressure and to meet multiple deadlines and performance targets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Highly developed oral and written skills to include report writing and presentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
The ability to supervise staff and to work with minimal supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Good basic computer skills including a working knowledge of Word, Excel, and use of the internet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Political Sensitivity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
BEHAVIOURS / ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Strong interpersonal skills to gain the agreement and acceptance of colleagues, elected members and customers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview

A willingness to accept and the ability to manage changes in delivery service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
A team player but able to work alone when required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Ability to manage and demonstrate leadership, supervising and delegating where necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Ability to prioritise the work of the team to meet service requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Ability to organise oneself in the face of conflicting demands and priorities responding positively and appropriately in emergency situations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Flexible approach to changing demands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Commitment to working corporately with other partners and with other agencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Ability to exercise discretion and judgment and identify creative solutions to problems in a range of areas where advice is not available, and policies and procedures provide only general guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Customer focus with an ability to successfully work with a variety of groups and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Commitment to equal opportunities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Commitment to the principles of equality, diversity, risk management and health and safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Able to work outside normal office hours, including short notice in event of an emergency and evening and weekend work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Full Driving Licence with use of motor vehicle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview