

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Environmental Protection Officer
<b>Grade</b>	6
<b>Service</b>	Environmental Protection
<b>Reports to</b>	Neil Chaplin
<b>Location</b>	Friargate Floor 11
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

Under the general direction of the Principal Environmental Protection Officer: 1. Deliver a high quality Environmental Protection service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city. 2. Enforce all relevant legislation administered by the section, and to educate and encourage the public and business proprietors in order to improve relevant standards.

## Main Duties & Key Accountabilities

1. Undertake the inspection of premises, investigation of complaints and respond to service requests, ensuring that all relevant legislation is being complied with and take on appropriate responsibilities associated with the work of the section.
2. Take appropriate action under relevant statutory provisions to ensure the section's objectives are met.
3. Responsible for organising a balanced programme of work, prioritising his/her workload to enable effective service delivery and ensure response times/deadlines are met.
4. Assist management in the work of the section, contributing to the establishment and review of policies and procedures.
5. Undertake complex surveys, sampling and monitoring, analysis, interpretation and making recommendations on the findings, for the city council, outside agencies, the public, commerce and industry.
6. Prepare reports and briefing notes as necessary for relevant committee and member meetings and provide technical support to the chair of committee, cabinet member and senior officers and other council departments, making telephone enquiries or calling in person; and provide professional and legally correct advice and information.
7. Prepare statements of evidence and correspondence to be submitted to Legal Services, and attend court as required to give evidence and report back on the outcome.
8. Advise the public, commerce and industry, outside agencies, elected members and other Directorates on operational service issues and how to comply with current legislation and guidance.
9. Give talks and lectures on aspects of the department's work and carry out educational campaigns as required.
10. Interview alleged offenders and witnesses under PACE as required.

11. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
12. Maintain and calibrate sophisticated monitoring equipment and ensure that service and repair work is carried out.
13. Contribute actively to the achievement of a good customer focused approach to service delivery within the section, participating in the development and maintenance of quality systems to ensure continuous monitoring and improvement to service quality and customer satisfaction for the service provider.
14. Be able to work on own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
15. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b>	<b>Internal</b>
Local Authorities in West Midlands and Warwickshire West Midlands Combined Authority Police Fire Service Business owners Event organisers	Planning Regulatory Services including Licensing, Housing, Trading Standards and Food/Health and Safety functions Street Enforcement Team Legal Services

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Knowledge of environmental protection legislation with detailed technical knowledge in at least two of the following specialist areas: environmental permitting, acoustics, air quality and contaminated land	
Knowledge of customer care and the principles of equal opportunities in providing an environmental protection function	
Understanding of basic scientific or analytical techniques	
Environmental issues locally and globally and of the inter relationships between pollution sources and the quality of local environments	
Knowledge and understanding of the Police and Criminal Evidence Act as it relates to the collection of new evidence	
<b>Skills and Abilities</b>	
Able to prepare and present documentation relating to complex subjects in a way that is concise and easily understood	
Verbal presentation skills to communicate with a range of individuals on complex/legal work	
Influencing, persuading and negotiation skills	
Project management skills	
Ability to contribute to the development of the service by reviewing procedures and making changes to meet the needs of the service.	
Able to plan, prioritise and organise workload to meet specific targets.	
Innovative and flexible approach	
Be proficient in the use of IT packages	
Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative	
<b>Experience</b>	
Experience of working in an enforcement role.	
Working in an environmental health environment.	

Experience of using computer databases, and Microsoft packages such as Powerpoint, Excel, Word and Outlook.
Experience of interviewing alleged offenders in accordance with the codes of practice of the Police and Criminal Evidence Act
<b>Qualifications</b>
Degree/Diploma in Environmental Health or a relevant science-based degree
<b>Special Requirements</b>
<p>May be required to work outside office hours</p> <p>May be required to travel in the course of duties</p> <p>Willingness to undertake any necessary formal training</p> <p>Will be required to carry and operate scientific equipment over a variety of terrain.</p>

<b>Date Created</b>	January 2023	<b>Date Reviewed</b>	
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