



JOB DESCRIPTION

DIRECTORATE: Environment & Transport

SERVICE: Public Protection and Prevention

POST DETAILS:

Job Title: Environmental Protection Officer (Land and EP)

Grade: Grade (Career Grade 7, 8)

Location of Work Time Square, Warrington

Directly Responsible To: Environmental Protection Team Leader

Directly Responsible For: N/A

Hours of Duty: 37

Primary Purpose and Scope of the Job:

To provide specific technical expertise for contaminated land under the Environmental Protection Act 1990 Part 2A provision, including assessment and monitoring. To carry out mapping using GIS and specialist software and to maintain the database of potentially contaminated land. To carry out contaminated land planning consultation responses. To respond to contaminated land and petroleum information search requests.

To investigate environmental protection public health complaints relating to waste accumulation, rodents and nuisance insects.

To investigate complaints of light loss due to high hedges under the Anti-Social Behaviour Act 2003.

To investigate complaints relating to invasive plant species under relevant legislation.

To provide assistance and cover, as necessary, for drainage, noise and air pollution/odour investigations. To provide flexible cover across the Environmental Protection Team providing advice on, and ensuring compliance against, a range of statutory responsibilities.

To proactively ensure high levels of compliance and to respond to enforcement requests for assistance from other law enforcement services or regulators. To take appropriate enforcement action in line with the Council's enforcement policy up to and including court where non-compliances are found.

The detail of this job description describes the Grade 7 role. Grade 7 will receive training, shadow colleagues and be supervised when undertaking duties so as to develop the appropriate competencies to enable them to progress through the career grade to Grade 8.

A Grade 8 role will have developed the appropriate competencies and independence to deal with more intensive and complex enforcement investigations requiring a broader range of skills and experience gained through the grade 7 development.

WORKING RELATIONSHIPS:

The post will be required to work with all colleagues within the service and other Council departments, elected members, designated responsible authorities, external partners and members of the public.

KEY TASKS AND ACCOUNTABILITIES:

1. The post holder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy and the Health and Safety Policy.
2. To assist in the discharge of Part 2A of the Environmental Protection Act 1990. This shall include the implementation of the Council's Inspection Strategy and the prioritisation of potentially contaminated land sites for inspection.
3. To provide GIS expertise including the maintenance of associated tables, workspaces, databases, website and information sources.
4. To respond to search requests for contaminated land and petroleum.
5. To respond to planning consultations in respect of contaminated land.
6. To investigate and take appropriate action in cases relating to high hedges and loss of light.
7. To investigate and take appropriate action in cases relating to invasive plant species.
8. To provide flexible cover and support to all aspects of the service as required.
9. To contribute to and fulfil individual requirements of the business plan in support of the strategic vision.
10. To secure compliance by supporting those who wish to comply and by taking action against those who deliberately seek to avoid compliance.
11. To carry out intelligence led interventions and inspections according to risk and strategic priorities.
12. To provide advice and support to partners on all aspects of public protection and to help build effective partnerships.
13. To provide professional advice and support to customers both within their relevant specialism and on a wider range of regulatory issues ensuring a high level of customer care and complaint resolution.
14. To work with partners to safeguard vulnerable customers and to ensure they are directed to care and support services as appropriate.
15. To actively participate in case management and resolution hearings and procedures with partners, particularly in relation to waste accumulation, hoarding, anti-social behaviour and vulnerable people.

KEY TASKS AND ACCOUNTABILITIES:

16. To prepare and take legal proceedings, including attendance at court, where necessary.
17. To carry out environmental monitoring and sampling ensuring the integrity of evidence and samples.
18. To support and contribute to project work in support of the corporate objectives.
19. To exchange complicated, sensitive and contentious information and to ensure the correct governance of such information.
20. To carry out duties with regard to confidentiality and data protection regulations.
21. To use software systems to maintain accurate records relating to all aspects of compliance / enforcement work and to proactively use the systems as part of intelligence-led working to identify and review emerging trends and emerging issues.
22. Operate flexibly as part of a team and assist in sharing knowledge to ensure an efficient, effective and constantly improving service.
23. Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy, the jobholder will undertake such additional duties as may be determined by their Team Leader from time to time, up to a level reasonably commensurate with the level of this post.

CAREER PROGRESSION:

Grade 7

The officer will gain acquired considerable experience of investigating and dealing with a caseload of enforcement enquiries of varying complexity, including some complex cases. The officer will have continued to demonstrate consistent satisfactory performance.

Grade 8

The officer will have acquired substantial enforcement experience and knowledge of relevant legislation. Limited supervision of the officer would be required with involvement in mostly complex cases. Will have gained experience is being able to assistance wider across the team. The officer will continue to demonstrate consistent satisfactory performance.

Progression at each stage will be dependent upon:

- Management assessment of the officer's ability to satisfactorily perform the full range of duties applicable to that level.
- The relevance of an officer's experience will be determined by the Environmental Protection Team Manager.
- The needs of the Service.

REVIEW ARRANGEMENTS:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Prepared/Revised By:

Richard Moore_____

Agreed Job Description Signed By Holder:
(To be signed only following appointment)

Date Job Description signed by Holder:
