

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Environmental Protection Officer
Service Area / Team	Regulatory & Community Services / Environmental Protection
Reports to	Senior Environmental Protection Officer
Post Number	EP003
Grade	Grade F
Politically Restricted Post	No
DBS Requirement	Basic

JOB PURPOSE
<p>To contribute towards the work of the section to protect and enhance public health and the environment, as required by statute and the policies of Central Government and the Council. Areas to include:</p> <ul style="list-style-type: none"> • Pollution Control - Air, Noise, Water, etc. • Authorised Processes • Contaminated Land • Environmental Monitoring • Pest Control • Statutory Nuisances • Drainage investigation • Waste management <p>Produce the necessary reports, investigate and deal with correspondence relating to the above and (a) recommend the appropriate course of action or (b) act in accordance with the delegated responsibility of the post, such as attend out of hours events e.g. music festivals</p> <p>To carry out the resulting duties fairly and consistently and in accordance with written procedures and policies of the Council.</p>

MAIN DUTIES AND RESPONSIBILITIES
Carry out general and complex environmental protection queries and complaint work under the Environmental Protection Act 1990. This will be required with cases relating to noise, bonfires, artificial light, odour, fly-tipping, contaminated land, filthy and verminous properties etc. Duties range from initial contact with complainants, formal investigations, attempts at informal resolutions and on to the serving of notices and enforcement action where necessary, making full and appropriate use of the range of legislation available.
To ensure all investigations including visits to land, homes and businesses are carried out in accordance with relevant legislation, guidance, policies, procedures and agreed service standards. Details of all visits, conversations, observations and actions are to be recorded and documented thoroughly for evidential and statistical purposes and stored in line with current guidelines.
Prepare and conduct recorded interviews under caution in line with the Police and Criminal Evidence Act 1984 (PACE).
Issue fixed penalty notices where appropriate in accordance with relevant policies and procedures. Take any other appropriate enforcement action where necessary such as issuing formal cautions, preparation of prosecution files, legal notices, conducting works in default, conducting the seizure of equipment, reports, schedules, witness statements, and correspondence.
Attend court where necessary as a professional witness to give expert advice and provide a specialist testimony in line with the Crown Prosecution Service and Chartered Institute of Environmental Health competency framework.
Co-ordinate the investigation and removal of littering and fly tipping from public land where practicable and report any other environmental issues observed to the relevant landowner, property owner, department or agency for response.
To identify by way of sampling and testing specialist waste such as Asbestos or other noxious/ toxic/hazardous materials and liaise with external specialist contractors to arrange for safe removal.
Promote the development and implementation of educational activities where required. This may include presentations at public meetings, schools, District, Parish and Town Councils, staff, Neighbourhood Forums, Landlord Forums, Community Groups and businesses.
Maintain specialist knowledge of relevant legislation and guidance.
Liaise, consult and provide reliable and accurate information and advice to external agencies, relevant stakeholders, Councillors, colleagues and members of the public.
Establish, maintain and develop effective partnerships with agencies and departments such as the local Police, Central Government Agencies E.g. Environment Agency, Department Environment Food and Rural Affairs (DEFRA) Kent County Council Community Wardens, other Local Authorities, outside agencies and other Council departments.

Represent the Council / department at various internal and external meetings on matters relating to environmental protection and/or crime.
To create and assist with the updating and maintaining of departmental policies and procedures.
Respond to Freedom of information requests in an efficient and timely manner with accurate data and statistical information.
Organise the installation of new cameras, updating software and arranging removal of cameras, to include re-locating equipment, signage, anti-vandalism measures (e.g. anti-climb spikes, anti-climb paint) and maintenance considering budgetary constraints. Organise and oversee the strategic placement of cameras for set periods of time based on the level and type of reported environmental crimes.
Monitor CCTV footage including body worn cameras and analyse data for enforcement and prosecution purposes, adhering to relevant procedures and protocols and ensure that storage of any footage is stored securely and in line with policy.
Provide an advisory and support service for staff and public enquiries and support the Environmental Crime Officer and Environmental Enforcement Officers as required.
Respond to all correspondence in a corporate style, through the appropriate channel and format and in a timely manner.
Provide detailed specialist information over a very wide subject area concerning Environmental Protection to front line staff and the Contact Centre, advising Legal, Planning, Licencing and Senior Management over specialist environmental issues and urgent pollution control incidents (e.g. oil spills on our coastline, flooding, contaminated land, air quality and other emergency planning areas).
Attend Community Safety Unit (CSU) meetings to share and obtain sensitive information with a multi-agency and joined up approach to deal with issues within the community.
Attend ward walk-about and other similar inspections with relevant individuals including Councillors, Residents Associations and CSU to assess problems within each ward area and give advice and guidance on tackling enforcement issues such as littering, fly-tipping, noise issues and Anti-Social Behaviour.
<p>*Specialism – Planning Applications</p> <p>To vet and consider all planning and licensing applications. Provide detailed conditions to ensure the protection/enhancement of public health and the environment, apply British Standards and/or Planning Policy guidance and to attend Licensing and/or Planning Hearings/Committees as required and ensure compliance of environmental statutory requirements and promote good practice.</p>
Collect, analyse and feedback on fly tip enforcement performance to managers and councillors. Maintain our fly tip enforcement database and performance information.

Maintain and monitor the progress of any improvements, changes, or standards, etc, which occur because of previous audit inspections and report to Senior Environmental Protection Officer or record on the relevant database or file as necessary.
Supervise and instructed contractors in a professional and appropriate manner, when carrying out our statutory enforcement duty, i.e. Locks Smith, Drain Contractors, Bailiffs, Cleansing Contractors, Pest Control Operatives, Students, Electricians and Specialist Contractors.
Authorised processes Regulate certain types of factory and other activities such as dry cleaners, paint spraying and mobile concrete crushers to reduce any pollution they may cause and improve air quality. Ensure businesses have a permit to do this type of work and decide whether to give a permit or not.
*Specialism – Air Quality As a member of the Kent Air Quality Network Group, regularly set up and collect air samples, monitor and where necessary, calibrate specialist and expensive electronic equipment contained within a permanent air quality-monitoring site.
To vet, technically assess and comment on acoustic reports and building surveys submitted to the section.
Manage, administer and liaise with the Consultant on Prevention, Pollution and Control Regulations.
Attend hearings and committee meetings as required to share information and demonstrate a detailed and specialist expert knowledge base.
*Specialism – Private Drinking Water Carry out specialist testing of private water supplies and courier them to the relevant laboratories for analysis.
Investigation of ownership of properties i.e. land search/registry.
Provide specialist and expert advice at meetings including promotional work and demonstrations such as Noise Action Week, Landlord Forums and Home Energy Efficiency.
Attend meetings and take an active role in technical working groups, seminars and workshops.
Undertake responses on Scoping Reports, Scoping Opinions and Environmental Impact Assessments on behalf of the Authority.
Beach Bathing Water Assist in providing public information about water quality and sources of pollution at all designated bathing waters within the district.

Compiling acoustic reports based on assessments undertaken for specific problems e.g. Skateboard Park.
*Provide technical acoustic expertise on commercial noise complaints, pre-planning applications and/or on-site visits.
*Liaise with the commercial section in respect of extraction and ventilation systems in commercial premises and other agencies on planning applications, if necessary, e.g. Health and Safety Executives (HSE), Environment Agency (EA), etc.
Operate, maintain and install specialist and sensitive noise monitoring equipment in customers' homes, download captured information and assess noise levels to establish if a statutory nuisance has been caused.
*Specialism – Contaminated Land To produce, maintain and implement the Council's contaminated land strategy and register and manage the use of the annual budget in this regard.
To produce complex and detailed conceptual model and Phase 1 risk assessment reports based on a variety of localised factors such as previous land use and potential contaminants, geology and hydrogeology.
To take samples for both groundwater and soil in a controlled and scientific manner to be sent to a laboratory to be analysed, before interpreting data returned.
Assist in the training of students, new members of staff and Emergency Response Officers.
Respond to telephone enquiries from acoustic engineers.
Set noise limiters in commercial premises to the standards required by the Authority.
Being in attendance on site if works are being carried out in default following a breach of a statutory notice.
Liaise and work in a collaborative manner with other departments including Building Control, Planning, Licencing, Housing Options Team, Legal, Customer services etc.
Assist in the maintenance and updating of the relevant IT systems.
To lead on several major operations and task and finish groups, delegating key tasks and coordinating input from other officers.
*Ensure support is given to the Housing Options Team to carry out welfare checks and complete health and safety checks of sites in the district especially where a site may contain vulnerable individuals (e.g. elderly, the young, expectant mothers, persons with serious illness) and ensure that relevant action or resolution is found.
Actively participate in the preparation, implementation and arrangements made in respect of the Council's Out of Hours response service and provide assistance and support to the Emergency Response Officers. To make decisions on the severity of the situation and to

escalate to the Council's Emergency Plan as a category 1 responder. To respond, when called upon, to undertake such a role under the plan as requested, including attendance at the Civic Centre out of normal working hours, or at an alternative location as directed.
Undertake individual tasks alone, independent of the team, subject to experience, training, specialisms and workload of the division.
Provide any additional support to the Senior Environmental Health Officer as required to ensure the efficient running of the Environmental Protection Team.
Any other reasonable duties that may be required from time to time including attending visits / inspections / and meetings etc outside normal office hours, as and when required.

CORPORATE RESPONSIBILITIES
<ul style="list-style-type: none"> Adhere to the council's safeguarding policies and procedures and undertake relevant training to help protect children and vulnerable adults within the district.
<ul style="list-style-type: none"> To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
<ul style="list-style-type: none"> To actively demonstrate the values and behaviours of the council.
<ul style="list-style-type: none"> To ensure our customers are valued by taking into account their views and needs in all that we do.
<ul style="list-style-type: none"> To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
<ul style="list-style-type: none"> To communicate openly and honestly with colleagues, members and customers.
<ul style="list-style-type: none"> To undergo any training necessary to be able to fulfil the requirements of the job.
<ul style="list-style-type: none"> To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Environmental Protection Officer

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> Good basic education to GCSE A-C standard or equivalent (including Maths & English) Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths. Suitable professional or academic qualification in relevant field e.g. a qualification with public health or environmental health or relevant environmental science content. e.g. a qualification with public health or environmental health or relevant environmental science content .However to most effectively undertake this job you need to have HNC/HND (2 year course) or equivalent, or experience in similar work related role, plus specific qualifications for some duties e.g. Institute of Acoustics Diploma in Acoustics and Noise Control and/or Housing Health and Safety Rating System (V2) Assessment Certificate. 	✓ ✓	 ✓	
	Desirable <ul style="list-style-type: none"> CIEH qualified HNC/HND in Environmental Health or equivalent / comparable qualification or recent and relevant experience that demonstrates proficiency in environmental health. 	✓ ✓	✓	

	<ul style="list-style-type: none"> ▪ Able to participate in the council's out of hour's service. ▪ Ability to travel around the district in an effective and efficient manner. 		✓ ✓	
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