



SUPPORTING INFORMATION FOR THE POST OF

Environmental Protection Officer

February 2020

Environment and Public Protection Division

ENVIRONMENTAL PROTECTION OFFICER

£24,313 - £26,317 p.a. pro rata

A further training grade is available following successful completion of the training plan training as approved by the Environmental Protection Manager. Therefore the full career grade (Grade B2-C1) ranges from £24,313 to £29,636.

VACANCY

The Environmental Protection Unit is a busy and customer focussed team dealing with a wide range of nuisance, public health, pollution and environmental crime issues. Responsible for a defined area of the district, a full current driving licence and flexible approach is essential. The postholder must be a good team worker, self-motivated, self-disciplined and be committed to our customer orientated approach. You will need good customer care skills, including tact, diplomacy and the ability to listen.

To discuss these posts within the Environmental Protection Unit contact Ayeisha Kirkham, Environmental Protection Manager on 01529 414155 ext 28173.

A satisfactory DBS check is required for this post.

For further information regarding the above we encourage you to refer to our website www.n-kesteven.gov.uk.

The closing date for Applications is **18 March 2020**

Interviews will take place on **24 March 2020**

Dear Applicant,

Vacant Post: Environmental Protection Officer

Thank you for your interest in the above post.

This post will be based in the Environment and Public Protection Division.

I enclose an application pack, which includes: application form; job description and person specification.

Please ensure that you complete all sections of the application form fully. CV's are not accepted. When filling in your application form, please study the position overview carefully. If you do not demonstrate on the form that you fulfil the criteria for the position, you are unlikely to be successful in your application.

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Yours faithfully,

Louise Bush
HR Assistant

POST TITLE: Authorised Officer (Environmental Protection)

Technical & Service Delivery B2 – Generic Role Profile

JOB PURPOSE:

To apply technical skills and knowledge across the service ensuring a high standard of customer service and to support the delivery of the NK Plan

PRINCIPAL DUTIES & RESPONSIBILITIES:

- ☐ Provide technical, policy or procedural advice and guidance to colleagues and customers
- ☐ To develop and provide instruction, guidance and training to colleagues as required
- ☐ Support the development of and follow procedures to ensure adequate resources are available to meet the needs of the service as appropriate
- ☐ Respond and resolve a range of enquiries or problems, judging when to pass serious and/or complex enquiries or problems to a more senior officers
- ☐ Diagnose and rectify faults/problems with equipment, systems and or procedures; liaising with other teams and/or partners as appropriate
- ☐ Support the development and implementation of new methods, techniques, equipment and/or systems
- ☐ Undertake routine financial and data processing, including raising orders and requisitions, checking and maintaining stock in accordance with approved relevant procedures, ensuring security is maintained
- ☐ Ensure a range of service-specific data is accurately recorded and securely maintained
- ☐ Plan and prioritise own workload to ensure operational efficiency, responding to new demands, including those arising from non-standard work
- ☐ Assist in the production and delivery of service-specific reports, briefings and presentations
- ☐ Receive and respond to general enquiries from customers (external and/or internal), referring requests outside of one's own knowledge base/responsibility to the appropriate person/area in order to provide an efficient and effective service
- ☐ Monitor and maintain a safe working environment for self and others
- ☐ Promote a positive image of the service area and the Council as a whole
- ☐ Ensure effective communication with Councillors and team members at all levels
- ☐ Lead by example by embracing and living the organisation's values and behaviours
- ☐ To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside the scope of the post may be undertaken with the consent of the post holder

KNOWLEDGE, SKILLS & EXPERIENCE

- ☐ Either academic or vocational qualifications

Or

- ☐ Equivalent work experience in a comparable setting
- ☐ Developed numeracy, literacy and IT skills as appropriate
- ☐ Specialist knowledge of relevant systems/equipment/processes
- ☐ Initiative and judgement to resolve problems independently
- ☐ Ability to communicate clearly through multiple channels
- ☐ Knowledge of relevant legislation, policies and procedures
- ☐ Ability to assess data and information and to identify problems
- ☐ Skills in influencing and negotiating with colleagues, customers and partners

OUR COMMITMENT:

NKDC is a people-focussed, honest and high-performing organisation, which utilises teamwork to deliver a professional service to our customers and partners and in making positive contributions in support of a District of Flourishing Communities.

All our employees are supported to manage their workload, take responsibility, be proactive about their own development, to work effectively with others, and to meet our customers' needs; and where relevant are supported to be effective managers and leaders. We expect all employees and volunteers to comply with all current legislation, Council Policy and procedures including but not limited to duties defined in the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy, and any specific Council policies as appropriate to their role.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all employees and volunteers to share this commitment. All employees who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.

We work closely with Union representatives to help ensure approaches and solutions adopted are fair and equitable across our workforce. All employees have the right to join a trade union and to take part in its activities. All employees also have the right not to belong to a trade union.

MANDATORY JOB REQUIREMENTS

- ☐ Administering the burial of deceased persons under National Assistance Burials in accordance with the Public Health (Control of Diseases) Act 1984, and recovery of costs incurred.
- ☐ To carry out any sampling that may be required by the Environmental Protection Team, which includes NO₂ diffusion tubes (air quality sampling).
- ☐ Gather evidence in order to make a judgement when investigating environmental protection related complaints/ matters. In addition, this will include: taking and writing of statements; the taking of contemporaneous notes; the collection of formal samples; and the carrying out of monitoring; including using a range of different monitoring equipment (including noise monitoring equipment); the use of scientific and technical equipment; the informal seeking of compliance; carrying out of interviews under caution in accordance with PACE. All actions to be in accordance with the Police and Criminal Evidence Act 1984 (PACE) and the Regulatory Investigatory Powers Act 2000.
- ☐ To take part in the inspection programme for permitted installations under the Pollution Prevention and Control Act 1999. To inspect low risk premises and, prepare reports based on inspections and to report for enforcement action as required.
- ☐ To make judgements as to the breaches of legislative requirements in relation to these investigations (as above), the preparation and service of some formal notices, organising works in default and recovering costs.

For Information, this is a career graded post:

QUALIFICATIONS/EXPERIENCE REQUIRED

Career Grade B2

- ☐ 5 GCSE's at grade C or above, including English, Maths and a Science. 'A' level in a science or mathematics (or equivalent qualification).

Position Overview

Knowledge	The jobholder needs knowledge of the Organisation's relevant procedures or practices plus additional practical and procedural knowledge in order to do this job. He/she also needs a detailed understanding of the relevant legislation related to his/her area of work plus a detailed understanding of the underlying concepts and principles of the specialist area within which this job operates. All the knowledge required could be gained through extended experience or training in relevant areas of work.
Mental Skills	The jobholder is regularly faced with problems or situations which he/she must resolve personally, virtually always done by applying existing rules, procedures or instructions. The nature or scope of some of these problems will not be apparent on first inspection and will require the jobholder to assess the situation first. The job involves developing plans for future actions, activities or events, more than a month in advance.
Interpersonal and Communication Skills	Advisory, guiding, negotiating and/or persuasive skills are required regularly at a developed level. It involves the exchange of complicated and/or sensitive information, both orally and in writing. The information can sometimes be both complex and potentially contentious.
Physical Skills	Specific physical skills are required, involving a considerable level of precision, for some of the tasks in this job.
Initiative and Independence	The jobholder's activities are undertaken in accordance with policies and procedures laid down by others, although the jobholder is not always given instructions or predetermined schedules defining how the main task(s) are to be carried out. He/she is expected to prioritise allocated tasks and duties within the workload for the day and is required to make decisions about when and how duties are to be carried out beyond that.
Physical Demands	This job requires the jobholder to stand or walk for a medium proportion of the total working time. Working in distinctly awkward positions is also required for a small but distinct proportion of the total working time.
Mental Demands	Concentrated mental attention is required to ensure that the tasks and duties of this job are carried out correctly. This has to be applied over lengthy periods of time but less than once a week. In addition, the job requires short periods of enhanced mental attention at least once a week. There is a need for concentrated sensory attention by the jobholder for medium periods and this is required two or three times a week. Working to deadlines is a feature of this job, some of which are more than simply a requirement to complete a task or series of tasks by a pre-set time. He/she is regularly subject to conflicting demands, with more than one person requiring a service or assistance simultaneously, and he/she is sometimes forced to address the new demand immediately, before completing the current task. Unavoidable interruptions occur frequently, often forcing the jobholder to re-plan his/her main project or activity.
Emotional Demands	The job involves direct involvement, both in person and by telephone, with people whose personal circumstances or behaviour could place emotional demands on the jobholder or cause emotional upset. These

are mainly users of the Organisation's services and the highest level of emotional demand could be described as "significant". This significant emotional demand is an integral feature of the job occurring very frequently.

Responsibility for People - Well-Being	The jobholder has an impact on the well-being of individual, or groups of, people by the personal provision of a service direct to those who are receiving it. He/she also personally implements and enforces Statutory Regulations which can have a direct impact on people's health, safety or well-being. The jobholder also provides advice and guidance on both established internal policy and external regulations and/or statutory requirements related to the well-being of people.
Responsibility for Supervision, Direction, Co-Ordination of Employees	The jobholder is not required to supervise or manage any Organisation employees. The job occasionally involves the demonstration of duties to, giving advice and guidance to, or the training of other employees, students or trainees.
Responsibility for Financial Resources	The jobholder has some responsibility for financial resources. The jobholder personally handles or processes considerable amounts of cash, cheques or other near-cash equivalent.
Responsibility for Physical and Information Resources	The jobholder's main responsibility for physical resources is for equipment and/or tools which he/she has to use to do the job. Some of it is expensive. The jobholder also has a responsibility for manual and/or computer information or systems computer information. He/she is personally responsible for producing or processing some of this information and is responsible for the accuracy of the data produced by other people or for taking positive and unusual steps to ensure the accuracy, confidentiality and security of data produced personally.
Working Conditions	The jobholder regularly works outdoors and is usually exposed to the weather when doing so. This exposure occurs for a moderate proportion of the overall working time. The job also involves regular exposure to very disagreeable, unpleasant or hazardous situations for a small proportion of the total working time. Serious verbal abuse, aggression or other anti-social behaviour from members of the public is an unavoidable and frequent feature of this job. These incidents can be moderately long.

MAIN TERMS AND CONDITIONS OF APPOINTMENT

Post of: Environmental Protection Officer

A copy of the job description is enclosed

Salary

Salary range is £24,313 - £26,317 p.a. pro rata

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Car Allowance

This post attracts an essential car user allowance.

Professional Fees

One Professional Subscription will be paid

Hours of Work

The hours of work are 37 hours per week. A scheme of flexible working hours is in operation whereby, within prescribed limits, an individual's precise working hours are left to his/her own choosing.

Holidays

Annual holiday entitlement is 25 days (30 days after 5 years service in Local Government), plus a further 8 bank and public day.

Sickness

Subject to certain qualifying criteria, you will receive your normal pay when you are off sick.

Pension

You will have the opportunity to join the Council's Occupational Pension Scheme (the Local Government Superannuation Scheme).

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