

## Job Description

<b>Post Title:</b>	Environmental Health Support Officer	<b>Grade:</b>	2
<b>Post No:</b>			
<b>Directorate:</b>	People & Places	<b>Section:</b>	Environmental Health
<b>Responsible to:</b>	Manager of Environmental Protection and Community Safety.	<b>Responsible for:</b>	
<b>Location:</b>	Civic Centre		

### Overall Job Purpose:

To provide support to the Environmental Health team in delivering their statutory duty.

### Key Tasks & Responsibilities:

- Be responsible for the installation and collection of noise monitoring equipment at complainant's property.
- Monitor the clearance of filthy and verminous properties ensuring that contractors only remove what is required.
- Collect and replace the NOx tubes used to analyse air quality within the Borough.
- Undertake post service of notice, follow up visits to assess whether the notice has been complied with.
- Attend Public Health funerals when organised.
- Act as a generic second officer when 2 person jobs are identified.
- Undertake Asbestos sampling and deliver to the laboratory.
- Undertake private water supply sampling and deliver to the laboratory.
- Undertake Food and water sampling and deliver to the laboratory.
- Undertake Shellfish collection and arrange for transportation to laboratory.
- Print Health certificates as and when required.
- Provide Admin support to the Environmental Health team
- Installation of mobile CCTV equipment and review of evidence captured.
- To undertake any other duties and responsibilities required by the Head of Environmental Health & Community Safety, which are appropriate to the status of the post, in order to achieve flexibility of the work as a whole and to cover for holidays and sickness subject to the

provisions of the National Scheme of Conditions of Service.

### **Corporate Responsibilities:**

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

### **Special Conditions:**

**(e.g. week-end work, shift allowance, car/telephone allowance)**

- The council operates a strict non-smoking policy.
- Casual Car User Allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.
- Required to work outside the Council's normal working day for which time off in lieu will be granted for work undertaken outside the Councils flexible working scheme.
- Due to the nature of the duties it will be necessary to work throughout the Council's area.

**This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.**

**Prepared by: Neil Greenwood**

**Date: September 2019**

**Post Holder Signature:**

**Date:**