



**Environmental Health Officer / Enforcement Officer**  
 (Title subject to qualification held and salary banding of the postholder)

<b>Reports to:</b>	Regulatory Team Leader or Senior Regulatory Service Manager (subject to team assigned).		
<b>Department:</b>	Public Realm	<b>Grade:</b>	PO2 Enforcement Officer or Environmental Health Officer PO3 Senior Enforcement Officer or Senior Environmental Health Officer PO4 Principal Enforcement Officer or Principal Environmental Health Officer
<b>DBS Status:</b>	N/A	<b>Politically restricted:</b>	No
<b>Job Purpose:</b>			
<p>1 Provide the council's statutory functions in respect of duties undertaken by the appropriate Environmental Health team which includes the following areas of work: Food Safety, Health &amp; Safety, Filthy and Verminous, Infectious Diseases or Special Treatments and to be assigned a specialist area of responsibility within the team where allocated.</p> <p>2 Contribute to effective service delivery by improving environmental and public health standards in the community, ensuring the procedures supporting this delivery are legal and correctly followed.</p> <p>3 Maintain an awareness of all legislation applicable to the specialist team assigned, keeping abreast with professional and technical developments and new initiatives in respect of the functions provided within the team allocated.</p>			
<b>Values.</b>			
<p>Collaborate proactively.          Lead inclusively.          Embrace change.          Be bold and curious.          Celebrate and share our success.</p>			
<b>Job specific roles and responsibilities</b>			
<b>All Postholders</b>			

1. Ensure compliance with a range of Environmental Health related legislation to make certain standards of public health, safety and welfare are protected or enhanced resolving any poor, unsustainable, unscrupulous or illegal practice while acting as a point of contact for the public and business owners.
2. Acting within a specialist team, identify priorities, manage workloads, project participation, investigations or similar, monitor performance against targets, provide updates on progress and ensure duties or assigned objectives are delivered within agreed timescales.
3. Make responsible decisions relating to service requests, enforcement actions, advice, investigations, sanctions, consultations, other interventions and anything else related to Environmental Health responsibilities.
4. To undertake a range of site visits, inspections, surveys, investigations, samples, monitoring, interviews or other investigate methods to record and gather evidence, determining and taking appropriate action under all the relevant legislation.
5. Carry out enforcement duties, exercising statutory powers such as rights of entry, inspection, seizure, detention of goods, issuing of notices, closure of premise, execution of warrants, undertaking works in default etc and make sound decisions about using any powers in accordance with current legislation, codes or guidance.
6. Prepare cases and admissible evidence for legal proceedings, to include briefings for managers and legal representatives, witness statements, exhibits, schedules, samples etc appearing in court, tribunal or other statutory hearing.
7. Ensure services are delivered to a consistent and professional standard and in accordance with national guidance and council procedures and seek to support colleagues doing the same.
8. Lead straightforward projects/initiatives or specific pieces of work, producing and implementing plans, procedures, liaising with internal and external partners, overseeing any budget and other allocated resources.
9. Produce written work to a high standard, maintain detailed records and data security, respond with information to facilitate statutory returns and requests for information.
10. Manage and prioritise with minimal intervention, a demanding personal workload, competing objectives and scheduling day to day duties ensuring effective, best use of time.
11. Use your initiative and assist Team Leader and/or Managers in service delivery, ensuring there is no adverse impact on the council.
12. Provide clear, accurate, technical/professional advice and guidance regarding Environmental Health related legislation and when required, including the provision of Primary Authority advice to a range of business partnerships.
13. Represent the council at meetings, talks, presentations and ensure appropriate liaison with all relevant stakeholders to include owners and managers of properties, businesses and the public on Environmental Health matters.
14. Keep abreast of professional developments to maintain high standards of knowledge, competency and skills within your area of expertise by participating in personal learning and development and attaining CPD hours if required.

15. To be flexible and effective, supporting the service and its objectives by working at different locations, team placement, work systems, practices, case allocation, times and hours of work to include outside normal office hours such as late-night inspections, weekends if required to assist with sports ground safety, emergency response, enforcement work etc.
16. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
17. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

**PO3 All of the above plus:**

18. Hold a track record of leading and delivering successful prosecution/enforcement work for the service area or substantial experience of other formal enforcement mechanisms.
19. To lead in the development of improvements, best practice and/or procedures by participating in work at a high level to continually enhance the service for customers.

**PO4 All of the above plus:**

20. To lead in the development of more detailed and technical project work and/or strategies for dealing with new service demands, statutory requirements, developing and documenting policies and procedures having regard to local needs, regional initiatives or legislative requirements.
21. Assist with budget management if required, income generation, payment of invoices and any other relevant financial processes.
22. To support Team Leaders and other managers within the team with workloads, deputising for them when needed and/or supporting, supervising, coaching, mentoring colleagues including from the wider service area as required.
23. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
24. Undertake any other duties commensurate with the general level of responsibility of this post.

**Essential Requirements (key skills & qualifications)**

*Specify the qualifications essential to the role, experience, skills and abilities required on the basis of the Job Description.*

**Knowledge and Qualifications**

1. An appropriate professional or technical qualification (e.g. Diploma/Degree in Environmental Health, Environmental Science or a comparable qualification in Environmental Health),\* this may not apply to postholders responsible for Filthy and Verminous or Special Treatments.
2. Evidence of relevant Continuing Professional Development (CPD) training commensurate with this level of post, or experience in a relevant private sector setting.

**PO2**

3. Possess an in-depth and current knowledge of the technical and legislative aspects of at least one relevant area of environmental health specialism.
4. Possess an in-depth and current knowledge of the principles of risk assessment and control, and its proper practical implementation in at least one broad area of environmental health specialism.
5. Possess an in-depth and current knowledge of the principles of safety or environmental impact analysis, and its proper practical implementation.
6. Possess a high standard of numeracy, literacy and grammatical accuracy.

**Link Grades PO3 and PO4 (plus the above):**

7. Possess an in-depth and current knowledge of relevant to your team, environmental health legislative controls and enforcement tools and their legal basis, together with and their proper practical implementation.

**Experience**

8. Experience in one broad area of environmental health specialism.
9. Managing and prioritising, with minimal intervention, a demanding personal workload, consistently achieving competing individual work objectives, standards and performance.
10. Tackling non-compliances, sub-standard work, underperformance or misconduct, swiftly, fairly and proportionately, if necessary, using formal or regulatory controls.
11. Using skills including enforcement, listening, guidance, mediation, persuasion, in the face of resistance to resolve poor performance, behaviour or sub-standard work, unhealthy, non-compliant or unsustainable practices.

**PO3 (plus the above):**

12. Experience of undertaking investigations, inspections, data analysis and documentation reviews in determining performance, assessing trends, non-compliance or under-performance.
13. Experience of identifying, collating, analysing and using data; evaluating customer feedback to monitor and improve performance and outcomes.

**Skills and Abilities**

14. Proven ability to reflect the organisation's values through personal actions and behaviours, e.g. a good record of work attendance, professional approach etc.
15. Proven ability to understand conflicting preferences, to anticipate the wider consequences of actions and the ability to make sound and appropriate decisions that adhere, achieve organisational objectives.
16. Proven ability to effectively communicate, verbally and in plain writing, using reasoned and evidence-based arguments, with organisations and people from different backgrounds and with different levels of knowledge and understanding.
17. Proven ability to confidently use technology and different software.
18. Proven ability to establish and maintain a cooperative and team-based approach with all colleagues.

19. Proven ability to establish and maintain effective partnerships, by actively building relationships and networks of peers, partners, stakeholders and others.

**PO4 (plus the above):**

20. Possess the necessary interpersonal skills to handle disagreement and conflict (affecting you or other colleagues), constructively, professionally and safely.
21. Proven ability to identify and tackle new challenges, developing new ideas into successful, practical and innovative plans, system changes and solutions in a committed way.
22. Proven ability to learn new skills and constructively contribute to the changing needs of the organisation.

**Desirable criteria:**

1. Possess a full UK valid driving licence.
2. Relevant postgraduate qualification (e.g. Postgraduate Diploma, Masters or other advanced degrees).
3. Knowledge and experience in public safety would be desirable but is not essential.

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs.*