

## **LONDON BOROUGH OF GREENWICH**

### **JOB DESCRIPTION**

**JOB TITLE:** LEAD ENVIRONMENTAL HEALTH OFFICER

**DIRECTORATE:** HOUSING AND SAFER COMMUNITIES

**DIVISION:** COMMUNITY SAFETY AND ENVIRONMENTAL HEALTH

**SECTION:** ENVIRONMENTAL HEALTH (RESIDENTIAL AND COMMERCIAL) SERVICES

**GRADE:** PO3

**DESIGNATION OF POST TO WHICH POST HOLDER NORMALLY REPORTS:** TEAM MANAGER

### **DUTIES OF POST**

#### **Generally**

To be responsible to a Team Manager for managing staff and leading on projects/specialisms as allocated within the Commercial, Residential/Housing and Pollution/Waste Management areas of work, and for carrying out the full range of functions undertaken within the team.

#### **Specifically**

1. To take a lead in one or more projects/specialisms as allocated, provide advice on and develop policies and procedures, and monitor performance in respect of those projects/specialisms both with respect to members of the team and the service area.
2. In respect of (1) above to co-ordinate the work of a number of staff as assigned, allocating work, determining priorities, setting, and ensuring the achievement of, standards of performance in conformity with relevant legislation and council policy.
3. To assist the Team Manager in the preparation of budget estimates.
4. To contribute to/prepare reports and attend meeting of committees, working parties, etc. as required.
5. To recommend and contribute to the formulation of policies affecting the work of the Team.

6. To give professional advice and deal with matters raised by members of the public or their elected representatives in relation to the postholder's area of responsibility.
7. To meet the work in conjunction with senior staff of other directorates, departments, business partnerships, public bodies, authorities, voluntary groups and other organisations, to provide advice and guidance on policy and procedures to be followed in relation to the team's area of activity in order to prevent contraventions and to promote good standards of practice.
8. To assist in the preparation and submission of statistical and other returns (to government departments, professional institutions; etc.) on matters relating to the postholder's area of responsibility.
9. To respond to, and where appropriate investigate, complaints and enquiries on matters relating to the project's area of activity.
10. To undertake investigation, inspection and enforcement duties, particularly those of a complex nature, including acting for the Council under delegated powers and giving evidence in legal proceedings and Public Enquiries.
11. To review, identify and make recommendations on training needs on issues relating to the project's area of activity and to undertake training as necessary; to devise and provide training to staff in other directorates and outside bodies.
12. To represent the Team Manager as and when required.
13. To participate in the selection of staff including conducting interviews.
14. To input and retrieve data from computer systems in accordance with agreed guidelines.
15. To undertake any other work appropriate to the level and general nature of the post's duties.
16. In discharging the duties of the post to have due regard to the provisions of the Health and Safety at Work Regulations, the Council's Customer Care and Equal Opportunities and other policies.