

## ROYAL BOROUGH OF GREENWICH

### JOB DESCRIPTION

**JOB TITLE:** ENVIRONMENTAL HEALTH OFFICER

**DIRECTORATE:** HOUSING AND SAFER COMMUNITIES

**DIVISION:** COMMUNITY SAFETY AND ENVIRONMENTAL HEALTH

**SECTION:** PRIVATE HOUSING & ENVIRONMENTAL HEALTH STANDARDS

**GRADE:** PO2

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

#### Purpose of job

To act as a member of a team being responsible to a Team Leader for the provision of Environmental Health Services in a section of the Directorate.

#### Main duties

1. To undertake the full range of duties appropriate to the section as required, being responsible for the completion of work programmes and tasks laid down by the Team Leader and where necessary supervise the work of Technical and Administrative Assistants. To personally undertake inspection and enforcement duties including those of a more complex nature, evaluating risks to safety and health.
2. To make decisions upon and initiate appropriate action in cases where contraventions of statutory requirements occur, including the service of notices. To interpret and apply relevant legislation having due regard to Codes of Practice and official and professional guidance, and to make recommendations for enforcement action, preparing evidence in line with CPS Code of Practice, PACE and any other relevant legislation and guidance.
3. To deal with complaints and matters raised correspondence, statutory documents and statistics relating to his/her area of work. To prepare reports for the approval of the Team Leader and the Group Leader, and attend meetings of Committees, working parties etc., as necessary.
4. To provide professional advice in respect of the postholder's area of work to Members of the Council, Members of Parliament, other Council services, Trade Unions, statutory

authorities, members of the public, etc., and on policy and procedures to be followed in relation to Environmental Health issues, and to undertake joint work as required.

5. To undertake ad hoc environmental health assignments and projects from time to time in connection with the work of the Directorate.
6. To make recommendations to the Team Leader on areas where research is required and to undertake research and analysis as the need arises.
7. To represent the service at meetings etc. as required including acting for the Council under delegated powers and to give evidence in legal proceedings and public enquiries.
8. To scrutinise, process and comment on statutory applications, planning applications and schemes submitted from outside bodies and other departments of the Council as directed by the Team Leader.
9. To participate in the provision of training in respect of the postholder's area of responsibility, including undertaking lectures and demonstrations, and in house training for student environmental health officers, employees of the council and other organisations as necessary.
10. To identify and implement areas suitable for advice, education and promotion and to assist in devising and implementing policies and programmes and to arrange, prepare and undertake lectures and demonstrations as required.
11. To approve specifications and tender documents for small works contracts and negotiate on variation orders and specifications with consultants, contractors and supervising officers as may be required.
12. As requested to participate in the selection of staff including attending interviews.
13. To keep up to date with relevant legislation, technical information, policies and techniques, and to undertake CPD to maintain competence, including completion of training courses as required.
14. In connection with the normal post duties to utilise and operate computer based equipment as required, including inputting, interrogating and analysing data.
15. In carrying out the duties of the post to have due regard to the provisions of the Health and Safety at Work etc. Act, the Council's Equal Opportunities policy framework and other relevant legislation and guidance, and corporate/service aims, values and objectives.