

Job Description

<b>1. Job Title</b>	Senior Environmental Health Officer (EHO)
Service	Community, Safer Communities
Team	Food, Licensing and Occupational Safety
Date Prepared/Revised By	March 2022 – EP/FLOS Managers
Post Accountable to	Food, Licensing and Occupational Safety Manager
Post directly responsible for employees(number of workers)	Direct Supervision: 4 Indirect Supervision: 0
<b>2. Main Purpose</b> <i>(No more than one paragraph (a couple of sentences at most))</i>	
Works under the general management of the Food, Licensing and Occupational Safety (FLOS) and Environmental Protection (EP) Managers, to provide comprehensive Environmental Health Services to the public and business. Carries out all EHO duties, a lead officer role and supervises the work of a specialist team.	
<b>3. Key Contacts</b>	
<b>Internal:</b> At all levels across all council departments, elected members	
<b>External:</b> public, businesses, Parish Councils, external agencies, government departments etc.	
<b>4. Main Accountabilities</b>	
<ol style="list-style-type: none"> <li>1. General EHO duties including enforcement</li> <li>2. Lead Officer work</li> <li>3. Full supervision of specialist team</li> <li>4. Service Planning and Policy Development</li> </ol>	
<b>5. Standard Accountability Statements</b>	
<b>Health and Safety</b> You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Health, Safety Responsibility Statement (HSR).	
<b>Equality and Diversity:</b> The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.	
<b>Learning and Personal Development:</b> The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.	
<b>Data Security:</b> Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.	
<b>Safeguarding Policy and Procedures</b> The post holder will adhere to all the Council's Safeguarding Policy and Procedures.	

**6. Job activities** *(For each accountability there should be no more than 4 or 5 activities.)*  
**Main duties and responsibilities relating to accountabilities identified above.**

1.0	<b>General EHO Duties</b>
1.1	Uses professional competence to respond to enquiries and investigate, health and safety and licensing environmental protection, public health, pollution control, food and infectious disease complaints. Obtains, evaluates and organises information to solve problems and aid decision making on public health and safety, risks to the environment, and other environmental health related issues. Refers complex issues to the FLOS/EP Managers.
1.2	Carries out comprehensive noise and acoustic monitoring and measurement surveys in relation to complaints, licensing and planning consultations, analyses, evaluates and interprets information and makes recommendations.
1.3	Carries out inspections of premises in relation to licensing, food and health and safety matters.
1.4	Gives advice on any Environmental Health related issues to the public, businesses, other Council services, Elected Members etc. Considers opportunities for income generation.
1.5	Provides responses, makes recommendations, sets conditions and gives advice on Planning, Building Control and Licensing consultations and on other statutory consultation documents.
1.6	Prepares and presents detailed reports for submission to Cabinet Members and Council committees on matters relevant to the Safer Communities Service. Recommends courses of action and able to answer questions arising from the reports.
1.7	Prepares and serves legal notices, fixed penalty notices and community protection notices; supervises works in default if required. Prepares enforcement cases for Court hearings and gives evidence as required. Prepares reports for Licensing hearings and Planning Inquiries and gives expert evidence.
1.8	Prepares and manages data related to the service area. Responds to a range of contacts and requests received relating to duties carried out.
2.0	<b>Lead Officer Role</b>
2.1	Takes a lead role for the provision of complex specified service area. Deals with complex and non-routine enquiries.
2.2	Prepares implements and updates strategies and policies, standard working procedures, annual work programmes and service plans that link to the Safer Communities Service Plan and corporate priorities.
2.3	Represents the Council on external bodies and participates on corporate working groups relating to the relevant service area.
2.4	Maintains a comprehensive understanding of and professional competence in the lead area and manages their own professional development. Keeps up to date with professional, technical and legislative developments and advises the FLOS/EP Manager accordingly.
2.5	Trains other team members, students and work experience students on technical and professional aspects of the relevant service area and advises FLOS/EP Manager of opportunities for improvements in the relevant service area and implements agreed changes.
2.6	Prepares an annual programme including costs for the service and potential areas for income generation; identifies new equipment requirements

3.0	<b>Supervision</b>
3.1	Full supervision of a team of Technical/Licensing Officers including carrying out 1:1s, annual appraisals; management of standards of work and behaviour, absence management, disciplinary action etc. in accordance with council policy.
3.2	Coaching, mentoring and motivating staff in their own professional development.
3.3	Reports monthly performance monitoring information and service plan progress to the FLOS/EP Manager.
3.4	Responds to informal/formal complaints
4.0	<b>Service Planning and Policy Development</b>
4.1	Reviews, prepares and delivers annual service plans, identifying service development opportunities and resources; planning to deliver the service within resources available and to meet corporate priorities. Liaises with and reports to Chair of Licensing Committee.
4.2	Develops and implements policies and strategies which are compliant with the law whilst also meeting corporate priorities and the commercialism agenda
5.0	<b>General</b> Prioritises and plans own work programme. Carries out any other duty that may reasonably fall within the general nature and level of responsibility and competence of the post as required by the FLOS/EP Manager or Head of Safer Communities. Is required to work outside normal office hours.