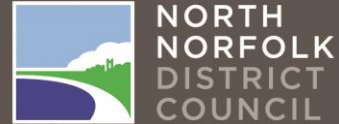


# JOB DESCRIPTION



**Commercial Officer (Level 1) (Post 2076)**  
**Public Protection Officer (Level 1) (Post 2077)**  
**Environmental Protection Officer (Level 1) (Post 2078, 2090, 1609)**  
**Licensing Enforcement Officer (Level 1) (Post 2091)**

**Service Area**

Environmental Health

**Manager/Team Leader**

Commercial and Public Protection Manager/ Environmental Protection Manager

**Direct reports**

N/A

**Total Managed**

N/A

**Purpose of the Role**

Undertaking regulatory activities including enforcement as a key member of the Environmental Protection or Commercial and Public Protection Team.

**Key Result Areas**

1. To provide support and advice to prospective or existing businesses or residents on issues in relation to compliance with relevant legislation.
2. Undertake investigations, inspections and interviews in accordance with Council policies & procedures; the Police & Criminal Evidence Act and good practice.
3. Undertake enforcement work in connection with other teams, departments and other enforcement bodies.
4. Investigate complaints from the public and businesses with reference to the Enforcement Policy and departmental procedures.
5. Additional, unsociable hours both planned and unplanned may be required.
6. Prepare correspondence, records, reports, legal notices, statements of evidence and prosecution files as appropriate and necessary.
7. Attending Council meetings, hearings, Courts or Tribunals as required in supporting or enforcing legislation or the policies of the Council.
8. To take reasonable care for the Health and safety of yourself and other persons who may be affected by your actions or omissions at work.
9. Any other work required and as directed within the confines of the existing grading and post.

# PERSON SPECIFICATION



**NORTH  
NORFOLK  
DISTRICT  
COUNCIL**

<b>Public Protection Officer (2078, 2090, 1609)</b>				
		<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Experience/ Knowledge</b>	For qualified EHO's no prior experience is required. For those with a relevant degree Able to demonstrate significant experience/knowledge in a relevant area of environmental health which would typical be developed over a period of some years For those with an HNC the level of experience would typically be accrued through a longer period of post qualification experience or significant further study in a related field	✓		<b>Application Form */ Interview</b>
	Experience/knowledge of other areas of Environmental Health		✓	<b>Application Form */ Interview</b>
	Able to demonstrate a good knowledge of enforcement including operating within a regulatory framework and also within and according to operational and technical policies and protocols.	✓		<b>Application Form */ Interview</b>
	Proven track record of achievement		✓	<b>Application Form */ Interview</b>
<b>Qualifications</b>	Degree in Environmental Health leading to registration by CIEH as a Chartered Environmental Health Practitioner	✓		<b>Application Form *</b>
	Or a relevant degree coupled with training in a relevant area of Environmental Health or HND/C (or equivalent) in a related field of learning coupled with a period of post qualification experience and training in a relevant area of Environmental Health	✓		<b>Application Form *</b>

\*In order to assess this from the application form we require you to provide an example

	Full Membership of relevant professional body with CPD requirements through examination		✓	Application Form *
	Full Driving Licence	✓		Application Form *
<b>Training</b>	Appropriate training in an area of Environmental Health This may include: <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Licensing</li> <li>• Food</li> <li>• Environmental Protection</li> <li>• Housing – private sector</li> </ul>	✓		Application Form *

		Essential	Desirable	How Identified
<b>Skills</b>	Good interpersonal and communication – oral and written (reports/letters/notices/records)	✓		Application Form */ Interview
	Good people/customer management skills	✓		Interview
	Good keyboard and a basic level understanding of Information Technology office based software	✓		Application Form */ Interview
	Investigative skills, able to interpret and analyse results.	✓		Application Form */ Interview
<b>Aptitude and Disposition</b>	Able to manage and organise their workload including a range of competing priorities	✓		Interview
	The post-holder will be able to demonstrate making effective judgements or decisions to successfully solve problems.	✓		Interview
	Has a 'can do' attitude	✓		Interview
	Ability to adapt your style to different (sometimes challenging) circumstances/		✓	Interview
	Assertive	✓		Interview
	Enthusiastic and self motivated	✓		Interview
	Demonstrates commitment to delivering a quality service or product	✓		Interview
<b>Personal Circumstances</b>	Daily access to a vehicle	✓		Interview
	Able to work outside office hours (planned and unplanned)	✓		Interview

\*In order to assess this from the application form we require you to provide an example

<b>Physical</b>	<p>Sufficient personal mobility to undertake site visits which will involve movement around between sites and may on occasions be exposed to the following hazards:</p> <ul style="list-style-type: none"> <li>• Disorderly/potentially violent clients, especially in licensed premises and when dealing with statutory nuisance</li> <li>• Pest infestations</li> <li>• Infectious diseases</li> <li>• Contaminated food</li> <li>• Environmental pollution e.g. contaminated land and water</li> <li>• Hazards associated with breaches of Health and Safety at Work legislation</li> <li>• Unsafe property and buildings</li> <li>• Other public health issues</li> </ul>	✓		<b>Interview</b>

\*In order to assess this from the application form we require you to provide an example