

Senior Technical Officer (Environmental Health)

Grade 8 to 9

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

Working within the Environmental Health section, you will have responsibility for a specific function which could be work on Food Safety and Advice, Health and Safety, Pollution and Noise Control or Animal Health. The duties you undertake will be dependent on your experience and / or qualification. From time to time, specific projects are undertaken, where the Senior Technical Officers may have the opportunity to use their skills in delivering the project outcomes. Public Protection Services also includes the Licensing and Pest Control Departments, post holders will be expected to work flexibly throughout the Council helping to deliver outcomes depending on need. This is a career graded post and your duties will vary depending upon your allocated functional team and your expected level of responsibility and accountability which increases according to the grade.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

The Job

This is a proactive department that strives to achieve service excellence through the effective training and development of the team and use of resources. Team members are expected to participate in CPD training and assist in the training of Student Environmental Health Officers and other staff where appropriate within the Service.

You will be a specialist in one functional area, which will be either Pollution and Noise Control, Air Quality, Contaminated Land, Water Quality, Food Safety, Health and Safety or Animal Health.

You will respond to and investigate complaints from a variety of sources (related your specialist area) carrying out inspections and visits to business and domestic premises, visiting complainants, undertaking monitoring and investigation of industrial processes, sampling air pollution and water quality, issuing legal notices/ documentation to enforce compliance with relevant legislation and providing advice to businesses and the general public as relevant.

When required, you will also need to conduct interviews in accordance with Police and Criminal Evidence (PACE) code of practice and prepare files for legal proceedings. From time to time, you may also be asked to assist with wider environmental health matters and functions such as Health and Safety, Pollution and Noise Control and Animal Health.

You will maintain accurate records of the work undertaken, using appropriate documentation and IT systems. The post holder will prioritise workloads and ensure targets and deadlines are met. The post holder will communicate with customers, partners, external agencies and present information at meetings as appropriate.

Job Checklist

- Help deliver an Environmental Health function which is delivered in an efficient and responsive manner and which is attuned to diverse customer needs.
- Ensure Council and statutory functions are carried out within your area of functional responsibility.
- Take proportionate and graduated enforcement action as necessary.
- Plan and manage your own workload, ensuring outcomes are completed on a timely basis and to a high standard.
- Prioritise work streams to ensure safety and wellbeing of the public
- Communicate with colleagues, managers, customers and businesses.
- Provide technical support to Environmental Health Senior Managers, Elected Members, Council Cabinet, Scrutiny and Local Public Service Boards.
- Ensure that you promote and actively support the Council's responsibilities towards Safeguarding.
- Undertake some evening and weekend working to support the function of the team and fulfil the role requirements.
- Please see your responsibilities related to [safeguarding](#).

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You understand the positive contribution you can make to the health and wellbeing of Kirklees residents and the wider public health by delivering high quality Environmental Health Interventions in varied and challenging situations.

With a flexible approach you will work both in the office and out in the communities we serve whether that is a local food business, high risk workplace, contaminated land site, industrial process or people's homes. Recognising that not all situations will be pleasant or welcoming, however you understanding we have a job to do.

You understand that doing the job safely is paramount and will always consider risk and comply with measures to minimise risk. You will be keen to share your experience with new or less experienced members of the team

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a Council manager within the organisation.

This role is at level 2. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

Person Checklist

- Has specialised expertise in the functional area of responsibility, and where necessary a suitable qualification. Pollution and Noise Control, Air Quality, Contaminated Land, Water Quality, Food Safety, Health and Safety or Animal Health.
- Has an in depth understanding and experience of the range of enforcement and legal options which can be used in the functions of Environmental Health.
- Has knowledge of the range of aspects of Environmental Health work
- Excellent team and multi-disciplinary / agency working, demonstrating the ability to work with others to deliver common or shared outcomes.
- Ability to use IT packages such as MS Word and Excel to maintain data and produce reports.
- An understanding of current issues facing local government
- It would be extremely to do this job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence to be able to drive to and from sites.
- Able to work evenings, weekends and occasional night shifts.
- Willing to undertake standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk
- Prepared to work flexibly and participate in out of hours standby service and the Council's Night Time Noise Service as a lead officer.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate on your application form how you meet all the requirements of the Person Checklist.