



ADUR & WORTHING  
COUNCILS

**Job Description**

<b>Authority:</b>	ADC
<b>Directorate:</b>	Communities
<b>Section:</b>	Wellbeing: Public Health and Regulation
<b>Post Title:</b>	Environmental Health Technician (Environmental Protection Specialist)  <b><u>Specialisms.</u></b> Pollution - contaminated land Pollution - permitting Pollution - Air Quality Pollution - Water quality / sampling monitoring Pollution - Noise / acoustics
<b>Post Number:</b>	
<b>Accountable to:</b>	Team Leader (Environmental Protection)
<b>Management responsibility for:</b>	None
<b>Authority to liaise with:</b>	Internal: all internal departments, elected members, constituency MPs.  External: Other local authorities, other statutory organisations, commercial trade organisations, community representatives and voluntary organisations, legal representatives, service users and the public
<b>Meetings attended on a regular basis:</b>	Team meetings Sussex Working Groups
<b>Work style</b>	Flexible

**Principal purpose of job (role summary)**

To be responsible for the implementation and administration of the Councils' Environmental Health enforcement policy, as interpreted by the Public Health and Regulation Manager, in relation to the Councils' statutory duties of food hygiene, occupational health & safety, infectious disease, environmental protection and

licensing except when directed to cover other parts of the district for the enforcement of any other of the Councils' statutory duties.

Specialist: ENVIRONMENTAL PROTECTION

With an emphasis on statutory duties relating to environmental protection legislation.

**Main duties, tasks and responsibilities of post holder**

1. To carry out targeted and programmed inspections within their specialism to ensure compliance with relevant legislation. To carry out licensing and registration visits to premises as required.
2. To carry out investigations of statutory nuisance, drainage or public health matters as directed, within the area of responsibility in accordance with the policies of the Councils.
3. To respond to requests for service, from the public, businesses and Councillors, including complaints. To respond to national alerts and workplace accident notifications issued by Government agencies .
4. To participate in any sampling and monitoring programmes as required.
5. To advise on plans submitted to the section under any Planning or Building Control legislation.
6. To participate in the practical training of other members of the section and any other persons temporarily attached to or visiting the section.
7. To assist in departmental or corporate training programmes, projects, surveys or public health promotion activities.
8. To maintain up to date technical and scientific knowledge of current and developing issues. To keep abreast of new legislation, codes of practice and guidance notes and to maintain the necessary competence and Continuing Professional Development.
9. To give or assist in, presentations, lectures or training sessions to other members of the Council, the public and businesses.
10. To prepare reports (including reports to Committee) and letters.
11. To prepare witness statements and give evidence in a court of law.
12. To meet the Councils' port health duties by assessing any health potential posed by ships, cargoes, crew, animals and pests by boarding and inspecting ships, examining cargoes and interviewing captains, crews or their agents. Liaising and co-ordinating with other interested parties, e.g. HM Revenue and Customs, Public Health England.
13. To keep computer and/or manual records of actions in accordance with the procedures of the Team and as directed by the Public Health & Regulation Manager. Act as a lead for ECINS within the Team.

14. To carry out pre-planned visits outside of normal office hours where necessary and to assist in emergencies at any time of day or night.
15. Triage cases coming through the Safer Communities online reporting system where noise and other statutory nuisances are a factor and where necessary arrange multi agency meetings.
16. To maintain and control laboratory stocks and equipment.
17. To publicise and positively promote the work of the Public Health & Regulation Team.
18. To maintain a thorough understanding of the relevant policy and legislative framework including Council powers and duties under Wellbeing.
19. To secure the efficient, effective, economic and customer orientated service delivery of the duties associated with the post, in accordance with Council Policies, Standing Orders, Financial Regulations and other authorised procedures and practices & secure the efficient and effective use of all resources under the control of the post holder.
20. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
21. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
22. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
23. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

<b>Post holder:</b> <i>(print name)</i>	
<b>Signature:</b>	

<b>Date:</b>	
<b>Line Manager:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	