

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Pollution Control Officer
Service:	Regulatory Services
Team:	Environmental Health
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Environmental Health Manager (Environmental Protection)
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> To be part of the Environmental Health Team and to participate in providing this service against agreed performance standards. They will discharge their duties in accordance with the Council's Standing Orders. 	

- To carry out enforcement duties as required by actioning all relevant legislation. To lead on work related to land contamination. To assist and work in conjunction with the Environmental Health Manager in the effective and efficient execution of the Environmental Health Service.

MAIN DUTIES AND ACCOUNTABILITIES

Environmental Protection

- Have direct responsibility for undertaking a proportion of the team's case work in Environmental Protection. This may include: complaint work including statutory nuisance investigations, planning and licensing consultations, animal licensing applications and inspections, street trading and scrap metal dealer licences, permitted process inspections, private water supply sampling and risk assessment, air quality monitoring and project work, permitted process inspections, contaminated land searches and investigations, defective drainage investigations.
- Lead on work, providing professional advice, related to land contamination issues, including:
 - Prepare, implement and update as necessary the Council's strategy for contaminated land in accordance with the Environmental Protection Act 1990
 - Manage the Council's database (prioritisation software) and mapping layers (GIS) of potentially contaminated sites, adding and updating sites as needed.
 - Respond to planning consultations about land contamination, reviewing reports, and liaising with Planning, Building Control and consultants as needed.
 - Site investigations, including writing tender documents, assessing bids, reviewing reports and determining remediation strategies.
 - Reply to searches and requests for environmental information relating to land contamination concerns.
 - Liaise with with internal and external organisations about land contamination, including Planning, Building Control, Communications, Environment Agency, professional consultants, and developers as needed
 - Attend the Surrey Local Authorities Contaminated Land working group to network and achieve best practice in investigating and remediating contaminated land.
- In consultation with Senior EHOs, the preparation of reports, representations, notices, including improvements and prohibition notices and the taking of actions, including giving evidence in Court to remedy contraventions.
- Implementing special surveys and protocols and participating in the development of policy and procedures related to the team's function.
- Provide a range of support in relation to the responsibilities of the team, under the direct supervision of the EH Manager.
- Under the direction of the EH Manager represent the authority at professional meetings, study groups and forums.
- In consultation with Senior EHOs, provide expert advice and assistance to other team members.

- To liaise with other Council Officers and advise / comment on matters relating to Environmental Health as required.
- To liaise with external organisations such as Trading Standards, the Health and Safety Executive and the Fire Authority, Environment Agency, Building Control, Department Environment Food Rural Affairs, Health Authority and Courts.
- To give advice to Councillors, members of the public and others.
- The keeping of records required for making various returns.

General

- Meet personal targets and performance standards on time.
- Attend Committees / Executive as necessary.
- To work flexibly within the Service (including remote and mobile working where appropriate) and, under the direction of the EH Manager to work outside normal office hours from time to time in order to pursue investigations or inspections.
- Carry out such other duties as may be required by the EH Manager appropriate to your skills and level of responsibility not exceeding the grade on which you were appointed.
- To be flexible and move between Teams where appropriate or when directed to do so by the Environmental Health Manager, or Head of Service.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

Health and Safety

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- The post holder will be responsible for responding to a proportion of approximately over 8,000 complaints/ service requests per year and assessing whether and how action should be taken to remedy breach of legislation.
- Waverley currently has approximately 1,100 potentially contaminated sites, including one special site, and several high-risk contaminated sites where designation as contaminated land is possible.

- In appropriate cases, the Pollution Control Officer will produce Committee reports, prepare evidence and present such evidence at formal appeal and Court proceedings

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Lead on work related to land contamination issues, determining the most appropriate course of action.
- Assess and determine the existence of Statutory Nuisances.
- Risk assessment of Private Water Supplies
- Undertake the duties of a Responsible Authority under the Licensing Act 2003.
- Act as a statutory consultee at the request of Planning Services.
- Monitoring levels of noise, air, land and water pollution.
- Management of contracts and contractors.

PLANNING/ORGANISING/CONTROLLING

- Organising and managing own workload within corporate priorities and agreed personal objectives.
- Advising members of the Customer and Technical Support Team, members of the public and other Agencies.
- Lead own work and prepare cases for formal action including prosecutions, service of notices.
- Considering and recommending on most appropriate form of action.
- Recommending whether enforcement action should be taken against individuals and businesses for non-compliance with legislation in accordance with the Council's Standing Orders and Scheme of Delegation.

CUSTOMERS AND CONTACTS

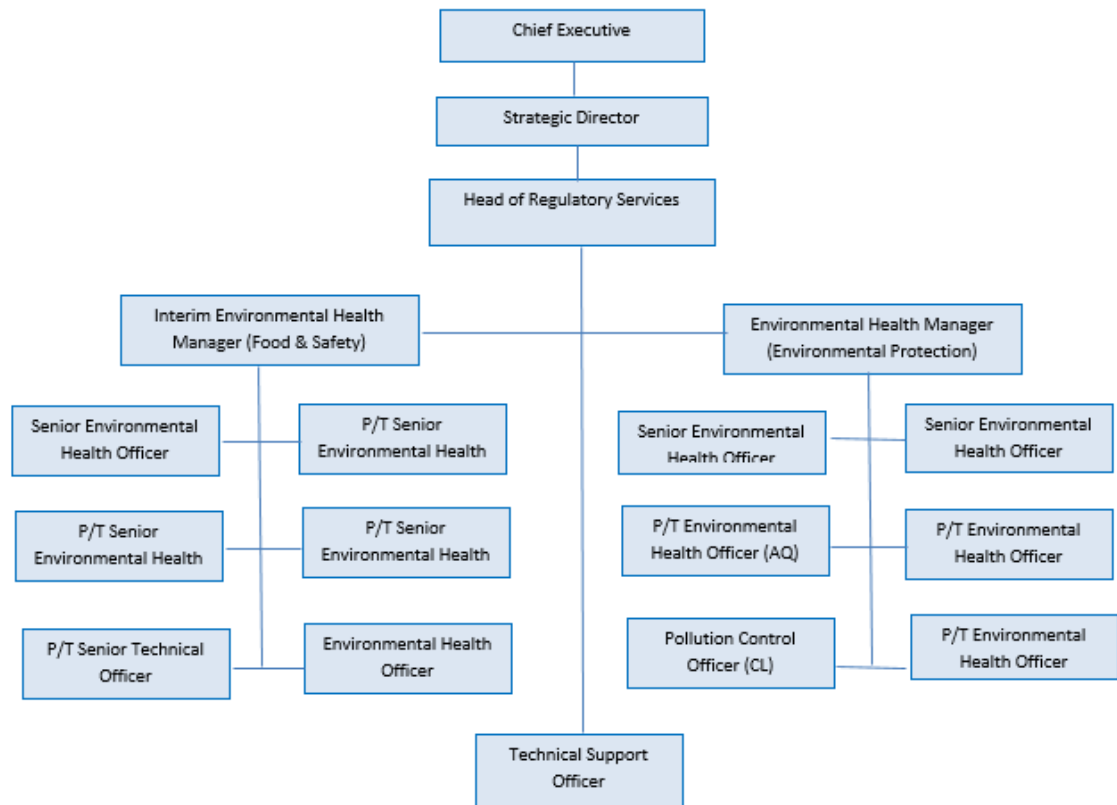
INTERNAL

- Other departmental staff, senior staff of other departments and Councillors.

EXTERNAL

- Owners and occupiers of premises and land and their agents; external statutory and non statutory bodies in relation to special responsibilities.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	BSc or equivalent in a relevant discipline, including dealing with land contamination	A/C	Masters degree in relevant discipline	A/C
	At least 3 years practical experience of environmental monitoring and control, especially in relation to land contamination	A/C	Membership of a relevant professional organization/body	A/C
KNOWLEDGE / TECHNICAL SKILLS	A working knowledge of dealing with land contamination and the latest land remediation techniques	A/I	A working knowledge of Environmental Health legislation, within the last 2 years	A/I
	Able to demonstrate a good working knowledge of GIS systems	A/I	Experience of planning liaison and development control	A/I
	Proven working knowledge of a range of computer applications applicable to dealing with land contamination	A/I	Preparation and presentation of evidence in court or formal proceedings.	A/I
	Proven project management skills	A/I	Awareness of Safeguarding	A/I
COMMUNICATION	Able to prepare and present complex technical reports using statistics and appropriate styles and language, with the ability to influence decision makers in the Council and other organisations.	A/I	Able to represent the Authority/Service/ Team effectively at technical meetings with outside bodies.	A/I
	Communicate clearly, fluently and convincingly.	A/I		

	Able to negotiate effectively with external bodies.	A/I		
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	A/I		
	Accurate spoken English is essential for the post	I		
TEAM WORKING	Be able to work in a busy team environment and communicate well at all levels.	A/I	Able to take the operational lead on complex/sensitive or major projects working on own initiative with high level of autonomy	A/I
	Good problem solving; interpersonal and analytical skills to assimilate, analyse and translate technical and statistical information	A/I	Motivates and empowers others to meet deadlines.	A/I
	Have a commitment to further training and willingness to train others.	A/I		
MANAGING SELF AND OTHERS	Self motivated and be able to work under pressure to strict deadlines.	A/I	Show an awareness of goals and standards	A/I
	Able to liaise effectively with officers, Councillors, members of the public and other bodies.	A/I		
CAN DO APPROACH / ACHIEVING RESULTS	Able to ensure compliance with standards, objectives and procedures.	A/I		
	Good problem solving; interpersonal and analytical skills to assimilate, analyse and translate technical and statistical information.	A/I		

ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST*	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A		
	Full and valid driving licence	A		
	Flexibility in undertaking a diverse range of duties.	A/I		
	Willing to undertake work outside of normal office hours as required	A/I		
	Attends site inspections, and ability to access overgrown and uneven sites, as required in the role and in accordance with the Business Travel Policy	A/I		

* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

How assessed:

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

For Official Use only			
Job title:	Pollution Control Officer	Post no:	Ec19
Service:	Regulatory Services	JE score:	372
Team:	Environmental Health	Pay band:	6
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week

Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results:	2	
REVIEWED BY:	<i>Jeanette Guy</i>	DATE:	November 2022
CHECKED IN:	HR	DATE:	November 2022
LAST UPDATED:	November 2022	DATE:	November 2022