

Job Description

Job Role: Principal Environmental Health Officer - Pollution and CPT

Service: Environmental Health & Trading Standards

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC9 MFS (£2,000 per rata up to end June 2025)
Location:	Environmental Health Plough Lane, Hereford. HR4 0LE,
Responsible to:	Service Manager

Main purpose of the role(s)

To line manage such EHOs / enforcement Officers from within the specialist team as assigned.

Principal EHO Pollution and CPT – including statutory nuisance, drainage, pests, accumulations, Public Health issues - housing & funerals, licensing consultations, ASB, dog controls, duty of care issues and fly-tipping. Assist with PPC inspections and planning consultation matters and other Environmental Health functions if required.

To keep abreast and be fully appraised on all matters relating to the environmental health specialism.

To formulate, manage and implement a risk based inspection program and work priorities relating to an assigned specialist area.

To provide technical advice, specialist guidance and support to the Service Manager/Senior Manager/ Assistant Director/Director and other officers within EHTS / Herefordshire Council on matters relating to the environmental health specialism.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To assist officers and where appropriate, lead the investigation into serious and complex environmental health complaints, infringements investigations and enforcement pertaining to the assigned specialist area. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To provide technical advice, specialist guidance, training and support to other authorised officers within the Environmental Health on matters relating to the identified specialism and its associated legislation and also to act as lead contact point for Herefordshire Council on such matters. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To manage and undertake where appropriate, complaints, investigations and enquiries relating to high-risk premises or cases under legislation relating to or associated with the assigned specialist area. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To formulate and implement an annual inspection / case management programme relating to their assigned specialist area and to ensure timely, detailed performance reports are produced for managers. 	<ul style="list-style-type: none"> As required
<ul style="list-style-type: none"> To be responsible for compiling, maintaining and reporting on performance data for assigned specialist area. 	<ul style="list-style-type: none"> As required
<ul style="list-style-type: none"> To follow the relevant procedures for ensuring that information and data is collected and recorded accurately, thus enabling the production of reliable analyses and reports. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To act as a lead contact point for responses or initiation of health /disease/health & safety notifications or warnings in relation to specialist area. 	<ul style="list-style-type: none"> Daily / As required
<ul style="list-style-type: none"> To contribute to the corporate plan and assist the Service Manager in completion of annual service plan in relation to departmental and teams programmes for inspection, targets, survey, project and sampling work. 	<ul style="list-style-type: none"> Daily / As required
<ul style="list-style-type: none"> To liaise with relevant agencies including the HSE, DEFRA, the Food Standards Agency, Herefordshire NHS, State Veterinary Service and other government agencies/departments and other local authorities and regional groups as appropriate. 	<ul style="list-style-type: none"> As required



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To represent Herefordshire Council at regional and national forums on environmental health matters where appropriate. 	<ul style="list-style-type: none"> As required
<ul style="list-style-type: none"> All other duties of an Environmental Health Officer/Practitioner as authorised. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To maintain and update (through CPD and appropriate qualifications) the necessary level of knowledge and skills to enable the duties, responsibilities and tasks of the post to be carried out professionally and effectively. 	<ul style="list-style-type: none"> As required
<ul style="list-style-type: none"> Other activities commensurate with this Job Description may from time to time be undertaken by the post holder. 	<ul style="list-style-type: none"> As required
<ul style="list-style-type: none"> The post holder will be required to comply with organisation's policies and procedures. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business. 	<ul style="list-style-type: none"> Daily



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
• Appropriate professional qualification in Environmental Health and comprehensive regulatory services experience.	Essential	A, I
• Evidence of continuous CPD.	Essential	A, I
• Professional registration as an EHP/membership of an appropriate body e.g. CIEH	Essential	A, I
Experience & Knowledge		
• Comprehensive post qualification experience within a regulatory service, namely environmental health.	Essential	A, I
• Experience of undertaking duties within a relevant area of specialism e.g. food safety, infectious disease control, health & safety, housing, Statutory Nuisance, ASB etc.	Essential	A, I
• Experience of service and quality improvement methods and their implementation.	Essential	A, I
• Experience of project delivery and project working.	Essential	A, I



Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Experience of successful partnership working. 	Essential	A, I
<ul style="list-style-type: none"> An excellent professional, technical and developmental record in a relevant technical area that is public service focussed, including relevant specialist knowledge over a range of procedures. 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> To exhibit appropriate leadership skills & qualities. 	Essential	A, I
<ul style="list-style-type: none"> Able to undertake change and demonstrate service innovation and improvement. 	Essential	A, I
<ul style="list-style-type: none"> Record of improving customer satisfaction. 	Desirable	A, I
<ul style="list-style-type: none"> Excellent verbal and written communication skills. 	Essential	A, I
<ul style="list-style-type: none"> Able to convey and explain complex legal and technical issues at all levels. 	Essential	A, I
<ul style="list-style-type: none"> Able to achieve results by negotiation and education. 	Essential	A, I
<ul style="list-style-type: none"> Able to manage and priorities workloads. 	Essential	A, I
<ul style="list-style-type: none"> Track record of effective service delivery in a public service environment. 	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Ability to identify trends and develop new concepts. 	Essential	A, I
<ul style="list-style-type: none"> Ability to analyse performance information, provide advice and guidance and take appropriate action. 	Essential	A, I
<ul style="list-style-type: none"> Ability to be work on own initiative. 	Essential	A, I
<ul style="list-style-type: none"> Confidence and ability to work under own initiative and to meet tight deadlines. 	Essential	A, I
<ul style="list-style-type: none"> Ability to work out of office hours and participate in an out-of-hours rota where applicable. 	Essential	A, I
<ul style="list-style-type: none"> Ability to drive/travel around the county and beyond. 	Essential	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.



Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

