

EPHING FOREST DISTRICT COUNCIL

ROLE PROFILE

JOB TITLE: Principal Environmental Protection Officer

PURPOSE OF THE JOB:

- To lead technical delivery of Council services across environmental protection and drainage remit including private water supplies regulation, pollution and drainage. This role will be the senior officer for the technical aspects of this work for the Council.
- Ensure the Council meets its statutory obligations and that the highest standards of probity and good conduct are maintained at all times.
- Be the lead technical officer for service and enforcement of Statutory Notices for areas including private water supplies, pollution and drainage nuisance and misconnections. To gather and provide evidence in court as may be required in enforcement cases and to act as an expert witness for the council.
- Take collective responsibility for ensuring excellent services are provided to our residents.

KEY RESPONSIBILITIES

Corporate

- Ensure our customer service and delivery is excellent and continually improves with a range of stakeholders.
- Take responsibility for ensuring that the Council's meets its statutory obligations for key environmental protection legislation.
- To positively contribute to the Environmental Protection and Drainage team and goals of the organisation, upholding our Values and behaviours.
- Uphold the Council's governance mechanisms, ensuring appropriate standards of performance, operational effectiveness, probity, safeguarding, risk management, safety, equality and open government are maintained.
- To engage with colleagues across other departments, teams, authorities to achieve results and protect the environment and public health.

Service

- Be a senior member of the Environmental Protection and Drainage Team and be responsible for technical delivery of private water supply and pollution investigation and enforcement. To contribute to and be knowledgeable about contaminated land work and work with the relevant Contaminated Land Officer.
- To be practical and willing to undertake work that may be required such as lifting manholes, inspecting drainage systems or flood risk assets. Working as part of a wider team that is willing to cross-train and help other members as required.
- To be confident and responsible to make decisions regarding enforcement, site visits, inspections and public enquiries about environmental searches and complaints. The role will be the technical expert for the relevant areas and lead technical officer for more junior environmental protection officers.
- Be the lead technical officer for service and enforcement of Statutory Notices for areas including private water supplies, pollution and drainage nuisance and misconnections and gather evidence appropriately that may be required for prosecutions and court appearances. To act as an expert witness for the Council during any relevant court cases.
- To have a varied and detailed knowledge of environmental protection in a rural and urban setting including knowledge of legal enforcement notices, environmental legislation and effective evidence gathering. To have knowledge and experience of serving enforcement notices and giving evidence in court.
- Duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and

responsibilities, commensurate with the grading of the post, without changing the general character of the post.

SKILLS/KNOWLEDGE/ATTRIBUTES

Education	<ul style="list-style-type: none"> • Relevant professional degree/qualification or demonstrable equivalent work experience in environmental science/management/geography. • Demonstrate a good understanding of safeguarding issues commensurate with the role.
Experience	<ul style="list-style-type: none"> • Previous experience in an organisation of comparable scale and complexity. • To have knowledge and experience of serving enforcement notices and giving evidence in court. • A demonstrable track record of providing an efficient, effective, confidential and professional environmental service.
Knowledge & Skills	<ul style="list-style-type: none"> • Strong inter-personal and communication skills, including the ability to establish positive working relationships with key stakeholders and partners that generate confidence and respect. This includes confrontational situations where enforcement and evidence gathering is required. • The ability to analyse issues and determine potential solutions as well as tailoring communications and replies to specific scenarios. • Articulate and confident in communicating at all levels within and outside of the organisation. • Proven IT skills, using MS Office, GIS mapping systems. • Extremely high attention to detail and diligent record keeping. • An understanding of Council financial and procurement processes. • A reasonable understanding of the current issues facing local government. • Well organised and able to plan work, using initiative to plan ahead, set and reset priorities, dealing with ever changing demands. • To be able to act as an expert witness in court if required.
Behaviours	
Trust	<ul style="list-style-type: none"> • Able to demonstrate personal conduct, integrity and credibility that inspires confidence in members, employees, customers, partners and others. • Acts as ambassador for the Environmental Protection and Drainage Team. • Professional approach, strong integrity and appreciation of the confidential nature of the work.
One Team	<ul style="list-style-type: none"> • Able to work effectively across teams/services. • Successfully work as part of a high performing team, achieving results.
Performance	<ul style="list-style-type: none"> • Strong focus on outcomes. • Proactive and tenacious in approach. • Resilient and able to perform under pressure including confrontational situation.
Innovation	<ul style="list-style-type: none"> • Demonstrate the ability to adopt a creative and innovative approach to the role. • To be accountable for personal performance, through meeting agreed personal targets and through undertaking planned programmes of professional development.
Customer	<ul style="list-style-type: none"> • Strong customer service focus - proactive, adaptable, flexible and responsive. • Demonstrate a strong personal commitment to quality and cost effective public services, informed by customer and community involvement.

Other Requirements	<ul style="list-style-type: none">• Strong inter-personal and communication skills, including the ability to consult, negotiate, persuade and influence others• Ability to attend meetings outside normal working hours• Able to attend meetings, sites or events etc. where public transport does not exist or is limited, through utilising own vehicle where necessary.
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