

JOB DESCRIPTION

JOB TITLE:	Environmental Protection Officer
DIRECTORATE:	Leisure, Culture and Community Wellbeing
JOB EVALUATION NUMBER:	C566
BAND:	9
RESPONSIBLE TO:	Senior Environmental Health Officer – Environmental Protection Senior Environmental Health Officer – Food/Health & Safety Head of Regulatory Services
RESPONSIBLE FOR:	n/a Postholder will be required to take Apprentice EHO out on visits/involvement in cases and project work
MAIN PURPOSE OF POST:	To execute the Council's legal duties, powers and responsibilities in respect of environmental protection in order to protect and improve the local environment and to make improvements for residents, businesses and landowners within the Borough.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Respond to and investigate complaints. This may include abandoned vehicles, drainage, statutory nuisance, antisocial behaviour, smoke control, untidy gardens, pest nuisances and enviro-crime (dog fouling, littering and flytipping), and any other issue that arise.
2.	Provide support, when needed with regards to the Devolved Power Partnership (DPP) work in connection with untaxed and SORN vehicles.
3.	Carry out effective enforcement on a range of environmental and waste management legislation including refuse control (e.g. commercial waste/duty of care functions), public health nuisance, vermin control - using appropriate powers to ensure high quality environments.
4.	To make representations on planning applications that may have an adverse impact on nuisance and amenity. Provide expert advice in relation to noise, lighting, odour, air quality and land contamination etc.
5.	To make representations on licensing matters that may have an adverse impact on nuisance and amenity.
6.	The carrying out of routine environmental monitoring and sampling as periodically required (e.g. air quality). Provide expert advice on air quality matters with specific reference to the technical, legal and policy matters relating to this subject area and advise the Senior EHO of any

	<p>developments that may affect the services provided by the Council.</p> <p>Lead on the management, monitoring, modelling and assessment of air quality and prepare reports for the submission to DEFRA.</p>
7.	Carry out assigned duties associated with the Environmental Permitting Regulations including assessing permit applications and inspecting relevant sites.
8.	<p>Provide support, when needed with regards to 'dog warden duties', including:</p> <ul style="list-style-type: none"> - Collect stray dogs, assess their general health, arrange veterinary care where necessary and detain in appropriate kennelling facilities. - Implement the Council's arrangements for the re-homing of unclaimed stray dogs. - Implement the Council's arrangements for the destruction of unclaimed stray dogs. - Give advice and information to members of the public on legal and social aspects of responsible dog ownership, including the giving of talks/lectures and the participation in campaigns/exhibitions. - Enforce the provisions of animal health legislation as they apply to the identification of dogs and to carry out the micro-chipping of dogs at the request of dog owners.
9.	Support the work of other members of the team and council as required to deliver services effectively.
10.	<p>Implement a range of enforcement options when necessary, including the presentation of evidence in courts.</p> <p>e.g. prepare reports of investigations and relevant correspondence. To make written representations, to serve fixed penalty notices, statutory notices and to give evidence in legal proceedings and apply for and execute warrants as necessary and commensurate with the responsibility level of the post, carry out works in default etc.</p>
11.	Secure compliance with legislation in accordance with the Council's enforcement policies.
12.	Take appropriate enforcement action against persons found to be contravening the law, including the serving of fixed penalty notices where appropriate. This will also include gathering evidence, writing reports and attending Court.
13.	Ensure that all enforcement action is undertaken in an efficient, effective and lawful manner, in accordance with Council policies.
14.	Give advice on environmental health issues to businesses, organisations and members of the public and other services of the Council.
15.	Work with partner agencies and where necessary undertake joint investigation and enforcement work. Liaise and prepare reports for other council departments, community safety partnership and environmental control agencies on relevant issues.
16.	<p>Be familiar with and to operate all computer records and systems in the section.</p> <p>The post holder will be required to ensure that any data systems under their control are kept secure and properly managed.</p> <p>To maintain accurate computer and written records of work undertaken, and to comply with all relevant policy and legal requirements including data protection laws.</p>

17.	Contribute towards the advancement of the Environmental Health Service by assisting with the implementation of changes to business processes and the development of new policies and procedures. This may include changes in legislation, changes in Government guidance and policy and changes locally to improve customer experience.
18.	Participate in education/promotion/publicity of relevant section matters.
19.	Respond to environmental enquiries, subject access requests and freedom of information requests.

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change

The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

Special features of post

Political Restriction	YES/ NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES/ NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES / NO
You may be required to carry out those duties at your present workplace or at another council venue.	YES / NO

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

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DATE:	March 2026

KNOWLEDGE / SKILLS / ABILITIES

Essential

Essential knowledge, skills, and abilities	Assessment method
	Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Awareness of the core functions of environmental protection, including statutory, and non-statutory functions, enforcement and practical problem solving.	Application Form Interview
Awareness of the Council's responsibilities with regards to air quality and environmental permitting.	Application Form Interview
Knowledge of Council's air quality duties and writing annual air quality reports.	Application Form Interview
Knowledge of Environmental Permitting.	Application Form Interview

Desirable

Desirable knowledge, skills, and abilities	Assessment method
An understanding of the organisation's vision and corporate aims.	Interview

An understanding of the rationale for carrying out inspections/audits and investigations.	Interview
Ability to work in and contribute to the organisation of the team.	Interview
Ability to communicate effectively at all levels in a clear and concise manner.	Interview
Willingness to investigate service requests, identify risks, defects, issues and apply correct legal and technical remedies.	Interview
Ability to use databases and understand and interpret electronic information accurately.	Interview
Ability to use equipment and IT applications.	Interview

EXPERIENCE

Essential

Essential experience	Assessment method
Experience of carrying out a range of enforcement and utilising legal frameworks in novel ways.	Application form Interview
Experience of working in a team to provide a service.	Application form Interview
Experience of writing reports and documents within a given deadline.	Application form Interview

QUALIFICATIONS

Essential

Essential qualifications	Assessment method
Grade 4/C or above in English and Maths GCSE (or other level 2 equivalent).	Application form
Relevant professional qualifications.	Application form

Desirable

Desirable qualifications	Assessment method
Relevant or prior experiential learning may also be considered as an alternative but would be subject to agreement with the university.	Application form

OTHER REQUIREMENTS

Essential

Essential qualifications	Assessment method
To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level: 2

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.

Changing and improving

Level: 2

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.

Making effective decisions

Level: 2

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.

Leading and communicating

Level: 2

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

For leaders, it is about being visible, establishing a strong direction and persuasive future vision, managing and engaging with people in a straightforward, truthful, and candid way.

Collaborating and partnering

Level: 2

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

For leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.

Developing self and others

Level: 2

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change.

Delivering value for money

Level: 2

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

For leaders it's about embedding a culture of value for money within their

area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available.

Managing a quality service

Level: 2

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services

Delivering at pace

Level: 2

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.