



<b>Job description</b>	
<b>Job title</b>	Environmental Health Enforcement Officer
<b>Grade</b>	H
<b>Directorate</b>	Communities and Neighbourhoods
<b>Section/team</b>	Environmental Health and Consumer Protection
<b>Accountable to</b>	ENVIRONMENTAL HEALTH TEAM LEADER (DOMESTIC)
<b>Responsible for</b>	Carrying out a wide range of Environmental Health Duties
<b>Date reviewed</b>	December 2015

### **Purpose of the Job**

The Environmental Health Enforcement Officer will support the Environmental Health Team Leader and the wider Environmental Health and Consumer Protection team by providing technical assistance and carrying out enforcement work in relation to all areas of Environmental Health work under the immediate direction of a Senior Environmental Health Officer.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To undertake inspections and surveys as required across the broad range of duties and responsibilities of the Environmental Health service under the immediate direction of a Senior Environmental Health Officer.
2. To investigate complaints from tenants, private householders and businesses concerning drainage, disrepair, empty homes, accumulation of waste, pollution and other general nuisances.
3. To carry out proactive patrols of the Borough when directed, in order to identify and respond to nuisance and environmental concerns.
4. To provide assistance to Environmental Health team in terms of administration and inspection as directed.



5. To prepare reports and assist in the gathering of evidence, investigation of cases, and preparation of legal cases brought by the service.
6. To prepare and serve legal notices and fixed penalty notices and where necessary arrange for work to be carried out in default/ attend court to give evidence where directed.
7. To support the Environmental Health Team Leader in the development of policies and procedures, making use of best practice, innovative solutions and enhanced enforcement powers.
8. Support the Council in the implementation of the Empty Homes Strategy action plan.
9. Where directed, to undertake surveys of identified empty homes and to communicate with property owners in Knowsley to facilitate returning empty homes to use.
10. To have knowledge of legislation and policies relating to a range of Environmental Health matters and to provide guidance and advice to Elected Members, residents and businesses as requested.
11. Where negotiation with duty holders fails to bring about satisfactory progress, to pursue enforcement action under relevant legislation in conjunction with other Council service teams.
12. To support the Environmental Health Team Leader in tackling problems sites and developing neighbourhood action plans.
13. To utilise a range of technical equipment required to carry out the job including, noise monitoring equipment, CCTV, Mobile information technology devices etc.
14. To undertake work in relation to Public Health Funerals including inspection of properties, liaising with relatives, the Coroner, Treasury or other agency and complying with relevant legislation and procedures.
15. To undertake work to review planning consultations to determine Environmental Health impacts of proposed developments and draft responses as required.
16. If instructed, to support the service in relation to the collection of stray dogs and transportation to kennels.
17. To undertake work in relation to the Service and Council's response to major incidents and emergencies as directed.



18. To undertake duties of a similar nature and commensurate with the grade as may be assigned from time to time by the Environmental Health Team Leader or Head of Environmental Health and Consumer Protection.
19. The post attracts essential car user status

### Health and Safety

- To undertake appropriate and up to date training in the use of any equipment required in order to discharge the duties and responsibilities of the post.
- To use equipment as instructed and trained.
- To inform the Head of Service of any breach of health and safety issues or indeed of any situations or events which it is considered could place individuals in danger.
- To ensure that as an individual the post holder is aware of the issues of lone working and acts in accordance with any training briefing or advice given.

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.



*Knowsley Council*

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