Public Protection

Job Description

Apprentice Regulatory Compliance Officer

2 Years Fixed-Term Contract

Grade LS: 14	**Post Number:** TBC
Responsible to:	Principal Officer – Food, Health & Safety and Housing
Responsible for:	N/A
Job Objective:	To undertake, under the direction of the Principal Officer, statutory and advisory functions relating to environmental health and licensing enforcement and related duties in accordance with statutory requirements, Council and Service policies.
Main duties and responsibilities:	1. To enforce Environmental Health and Licensing legislation via a variety of methods including inspections, projects and targeted advice/education.
	2. To conduct basic investigations, producing written reports and attending court as necessary.
	3. To assist with inspection of housing within the Borough in respect of grants administered in part or in full by the Authority.
	4. To provide basic business advice
	5. To update paper and computer based records kept by the Service, as required.
	6. To participate in training/promotional work carried out by the Service in respect of Environmental Health.
	7. To attend meetings as and when necessary on behalf of the Service.
	8. To develop knowledge in legal processes and procedures and areas of legislation appropriate to the role.
	9. To develop and maintain effective collaborative working with other agencies.

RUSHCLIFFE - GREAT PLACE ▪ GREAT LIFESTYLE ▪ GREAT SPORT

	10. To prepare letters, notices and reports in respect of work carried out within the team.
	11. To attend training, completing the required course-work and passing the relevant assessments leading to the successful attainment of the portfolio-based element of the Apprenticeship.
	12. To carry out other such duties as may be required from time to time within the scope of the post and/or as delegated by the Service Manager, Public Protection.
	13. When necessary working arrangements could involve some weekend, bank holiday, early morning and evening working

PREPARED BY: Geoff Carpenter, Service Manager, Public Protection

DATE: April 2024