

Neighbourhoods	
Job Description	
Principal Officer (Environmental Health)	
Grade LS7	Post Number: tbc
Responsible to:	Lead Specialist (Environmental Health Manager)
Responsible for:	The provision of services as set out below and as set out in the person specification. These are not exhaustive lists of duties.
Job Objective:	Provide technical and operational management for a team of Environmental Health and Licensing personnel and to generally carry out all necessary duties of an Environmental Health Officer.
Main duties and responsibilities:	Maintain and develop knowledge, including the understanding of legislation relating to a defined Environmental Health theme and advise senior managers and councillors about key policies relating to these matters.
	Ensure that legal, statutory and other provisions are complied with.
	Advise and assist the Lead Specialist Manager in the formulation of service policies.
	Develop and maintain technical and operational working procedures
	Contribute to the development and implementation of the Service Plan for Neighbourhoods
	Supervise a team of professionals working on 'environmental health' functions
	Maintain records and where necessary undertake audits of the work carried out by the service, including financial and performance indicator information
	Undertake performance and development reviews and routine one to one's in line with Council's Management Pledge
	Responsible for the implementation of Council policies in so far as they relate to the activities of the section, including health and safety and the corporate Code of Conduct
	Procure good and services and support the Lead Specialist to monitor and manage relevant budgets

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	Formulate appropriate working patterns and schedules and, subsequently, organise and co-ordinate the work of the team to secure maximum efficiency and effectiveness.
	Ensure the effective maintenance of all equipment used by relevant staff.
	Prepare reports and attend meetings, internal and external to the authority, both during and outside normal working hours, on behalf of the Lead Specialist.
	Use customer consultation and feedback to improve the service and quality standards
	Personally to carry out Neighbourhood duties of both a specialist and non-specialist nature within the Borough
	Whilst the service does not operate an “out of hours” rota. In specified circumstances, there may be a need to respond to “out of hours” or emergency incidents by providing telephone advice or attending on site, as required.
	Carry out such other duties as may be required from time to time within the scope of the post and/or as delegated by the relevant Lead Specialist / Asst Director or Director for Neighbourhoods.
Approved by: Geoff Carpenter Date: 26 January 2026	