

Neighbourhoods

Job Description

Senior Environmental Health Officer (Environmental Protection / Private Sector Housing)

Category	Description
Grade:	LS09
Post Number:	TBC
Responsible to:	Principal Officer (Environmental Protection & Housing)
Job Objective:	To undertake, under the direction of the Principal Officer, all advisory and enforcement activity relating to Environmental Health functions in accordance with statutory requirements, Council and Service policies and procedures.
Main Responsibilities:	Inspection of private sector housing within the Borough for compliance with housing legislation, including, licensed houses in multiple occupation and empty homes. Prepare letters, notices and reports as required.
	Inspection and enforcement of licensed caravan and mobile home sites as required
	Investigation of statutory nuisance complaints and other requests for service, including the preparation of letters, notices and reports as necessary
	Investigation of potential contaminated land and remediation thereof as appropriate
	Inspection of premises within the Borough for compliance with PPC Permits, preparing letters, notices and reports as required.
	Consultee for Planning and Licensing Applications with regard to environmental protection matters, assessing complex reports, providing expert opinion, preparing letters & reports and commenting as appropriate.
	Involvement with public health matters, which may include from time to time; Welfare Burials, Drainage, Filthy & Verminous, Empty Properties and Section 215 Disamenity cases.
	Attendance at Industrial Tribunals, Magistrates' Court or other Courts on behalf of the Council in respect of any legal proceedings arising out of implementation of the Council's statutory duties.
	Updating records kept by the Service as required.
	Participation in training/promotional/consultative work carried out by the Service in respect of environmental health matters.
	Participation in the Council's ad-hoc out of hour's service for ongoing nuisance complaints.
	Deputise in the absence of the Principal Officer in relation to

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	enforcement matters.
	Attendance at meetings, as and when necessary, on behalf of the Service.
	To give talks and presentations on environmental health matters as required.
	To advise the public, businesses, outside agencies, elected members, and other Council services on operational issues.
	Supervision of the Technical Officers working on environmental health activities.
	Theoretical and practical training of Student Environmental Health Officers and others on professional/work placement.
	To carry out such other duties as may be required from time to time within the scope of the post.

PREPARED BY: Geoff Carpenter

DESIGNATION: Assistant Director for Public Protection

DATE: 23 July 2026