

NEIGHBOURHOODS

Rushcliffe

JOB DESCRIPTION**Technical Officer (Environmental Protection & Housing)**

Grade LS 14/12	Post No. TBC
Responsible to	Principal Officer (Environmental Protection / Private Sector Housing)
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 legislation via a variety of methods including inspections, projects and targeted advice/education.
	2. To conduct environmental health investigations, producing written reports and attending court as necessary.
	3. To take appropriate enforcement and prosecution action as required and within the authorisations delegated to the post holder. This involves establishing whether an offence has been committed, interviewing the offender under the Police and Criminal Evidence Act conditions (recorded interviews), preparing a case for Legal Services to take to court, writing a witness statement and gathering statements from any other witnesses, attending court to give evidence.
	4. To update paper and computer based records kept by the Service, as required.
	5. To attend meetings as and when necessary on behalf of the Service.
	6. To develop knowledge in legal processes and procedures and areas of legislation appropriate to the role.
	7. To develop and maintain effective collaborative working with other agencies.
	8. To prepare letters, notices and reports in respect of work carried out within the team.

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	9. When necessary working arrangements could involve some weekend, bank holiday, early morning and evening working
	10. To attend meetings with peers, Councillors, Officers, other professionals/organisations and the public, as required or directed.
	11. To keep up to date with legislation and guidance and maintain comprehensive knowledge of the law and policy options relevant to the field of work.
	12. To carry out such other duties as may be required from time to time within the scope of the post and/or as designated by Assistant Director for Public Protection or Executive Director for Neighbourhoods

Approved By Assistant Director for Public Protection (Neighbourhoods)

2 September 2026

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the postholder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the grading of the post. Management have the right to vary the duties after consultation with you.