



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council
Job Description: M11

Job Title: Out of Hours Officer

Main Purpose of Job

To deliver environmental health services, aimed at protecting public health and the quality of life, through advice, education and enforcement of legislation.

Main Duties

1. Responsible for delivering out of hours environmental health services in accordance with service policies and procedures, and within legislative framework, using the full range of enforcement powers, advice and education.
2. The enforcement of environmental health legislation by undertaking inspections, site visits, investigations and works in default. Determining and taking necessary action to ensure compliance with appropriate legislation through advice, education and service of statutory notices and legal proceedings.
3. Prepare correspondence as required including letters, file notes and statutory notices. Be authorised to prepare, sign and serve notices and prepare warrants and statements for use in court. Assist in the preparation of technical reports, case histories and reports to committees.
4. Attend court as a witness and to obtain warrants including out of hours. Attend licensing hearings as a witness.
5. Ensure scientific equipment is used and maintained correctly
6. Ensure all registers, records and sources of data are kept up to date in accordance with current procedures.
7. Prepare and deliver projects to increase customer awareness, prevention of nuisance and education.
8. To investigate and make recommendations on future service delivery to maintain an efficient and up to date service as technical advances and legislative changes occur in relation to Environmental Health matters.
9. Assist in the development and delivery of Environmental Health Services through input into the production of work programmes, the development of team strategies for meeting work programme targets and improving customer awareness.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



PERSON SPECIFICATION

Job Title: Out of Hours Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	<p>A good standard of Education Min 5 GCSE's A Higher National Certificate in any professional field</p>	<p>Appropriate Environmental Health Registration Board approved academic qualification e.g. MSc/BSc(hons). Voting membership of the Chartered Institute of Environmental Health. Diploma in Acoustics</p>	<p>Application form and certificates</p>
Work related experience, skills and competencies	<p>Experience of carrying out inspections, interventions and enforcement work.</p> <p>Experience in legal proceedings including giving evidence and court proceedings.</p> <p>Experience of interpreting and applying legislation that enforces Local Government statutory duties</p> <p>Experience of dealing with people in a sensitive, empathetic and mature manner</p> <p>Work autonomously without direct supervision to arrive at logical solutions.</p>	<p>Ability to use M3 software and Microsoft products</p> <p>Ability to operate scientific equipment such as a noise meter.</p> <p>Experience in obtaining warrants at court.</p> <p>Experience in Environmental Health</p> <p>Ability to innovate and respond to changes in service delivery and technology.</p> <p>Local government experience or similar organisation which operates associated policy and procedures</p>	<p>Application form and interview</p>

	<p>Previous experience dealing with difficult / vulnerable people and situations</p>		
<p>Personal skills</p>	<p>Ability to problem solve using negotiation and influencing skills</p> <p>Ability to communicate clearly and professionally with a range of stakeholders including members of the public and colleagues</p> <p>Ability to work under pressure and prioritise own workload.</p> <p>Accuracy and attention to detail</p>		<p>Application form and interview</p>
<p>Special working conditions</p>	<p>Ability to work in and out of normal office hours dependent on the needs of the service.</p> <p>Ability to work alone.</p> <p>Current valid full driving licence</p> <p>Eyesight and hearing adequate for carrying out investigations.</p>		<p>Application form and interview</p>