



Environmental Health Technical Officer

Post number: EHS039

Grade: Scale 6

Date: June 2025

Service area: Environmental Health - Domestic Team

Reports to: Senior Environmental Health Officer

Job profile

Purpose

At a technical level to assist with the provision of a comprehensive Environmental Health service and specifically, the delivery of those services provided by the assigned fieldwork team.

To contribute to specific work programs undertaken by the Senior Environmental Health Officer or the team, focusing on environmental crime, statutory nuisances, public health and pollution, stray dog controls, and antisocial behaviour associated with irresponsible dog ownership.

To promote the importance of our statutory service, using a range of influencing strategies but taking robust enforcement action where required to ensure efficient, effective and responsive standards of service delivery are met.



Main duties and responsibilities

1. To work as part of the domestic team which is responsible for the delivery of an assigned workload with reference to the following areas of work: -
 - a. The investigation and resolution of complaints from the public relating to matters of nuisance, antisocial behaviour, public health and pollution.
 - b. To undertake enforcement duties for a range of environmental crime offences for example dog fouling, littering, fly tipping, burning of waste etc by education, issuing of fixed penalty notices or obtaining evidence for prosecution.
 - c. Respond to requests for information or guidance on environmental and animal regulations relevant to the work of the Domestic Team, undertaking promotional events to help inform the wider public of the issues.
 - d. Assist residents and businesses to meet their obligations with respect to controlling noise, public health nuisances and environmental crime, to include gathering evidence, producing case files and if necessary, providing evidence in Court.
2. To oversee, under the direction of the Senior Environmental Health Officer, the district-wide stray dog service, including the collection of stray dogs; working with other agencies to ensure their safe-keeping and rehoming, or, if necessary, their disposal.
3. To advise and educate the public of their responsibilities as dog owners at both a social and statutory level, on a one-to-one basis and through organised publicity campaigns.
4. To enforce relevant regulations in respect of dogs, including the issuing of fixed penalty tickets, interviewing of dog owners and prospective witnesses and the preparation of evidence in any subsequent prosecution.
5. To pro-actively take enforcement decisions, and follow these through to completion, in line with civil and criminal proceedings requirements, council policies and procedures.
6. To liaise with local police, veterinary surgeons, animal welfare organisations etc within the Council area, in arrangements to meet statutory requirements in respect of stray dogs and in the promotion of responsible dog ownership.



7. To use your interpersonal skills to develop and maintain effective relationships with colleagues, professional partners, and customers.
8. To aid partner agencies in the event of a report of a notifiable disease involving dogs and on instructions from the Authorised Officer or his/her delegated staff, to assist in taking such action as may be necessary to contain the outbreak of diseases and reduce risks, in line with requirements of any emergency or contingency plans.
9. To keep abreast of new legislation, techniques and ideas to maintain the quality of the service provided and the advice offered to others.
10. To assist in the preparation of the annual service planning process, council policy and the formulation of performance indicators and measurement of outputs.
11. To assist in preparing and presenting accurate written and/or verbal reports, briefings and presentations directly to senior managers, Committees and other bodies and to attend meetings as necessary or required.
12. To maintain records of all tasks and activities performed, timesheets and statistical returns to satisfy the requirements of the Senior Environment Health Officer (Domestic).
13. To participate as required in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
14. To assist, as may be required, with the delivery of services normally provided by the other Environmental Health fieldwork teams.
15. To carry out such other duties of a similar nature as may be required by the Senior Environmental Health Officer and/or the Waste and Environmental Services Manager.

Special conditions

The post is a full-time permanent post (37 hours).

The post may require occasional work outside of normal office hours to meet the needs of the service.

This is a politically restricted post.

Pre-employment checks

DBS - Disclosure

Business Travel

Use of a designated vehicle for stray dog collection and transfer.



Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Minimum of 5 GCSE's Grade 4 or above (or equivalent) including English and Maths.	Essential	Application
Proven experience or relevant technical qualification in the field of environmental health or in another investigatory/ regulatory role that required evidence collection and case file production.	Essential	Application
Animal welfare or animal management qualification	Desirable	Application
Full driving licence	Essential	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Experience in either environmental crime, stray dog control or in another relevant investigatory/ regulatory role.	Essential	Application
Experience of working accurately to timescales and under pressure	Essential	Application
Experience of dealing with the public, commercial businesses and professionals.	Essential	Application



Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Proven knowledge of Dog Control, Public Health, or Environmental legislation.	Essential	Application
Ability to investigate complaints regarding environmental crime or nuisances.	Essential	Application
Ability to take appropriate follow- up action, including preparing case reviews for enforcement options, serving notices and/or fixed penalties, and progressing prosecutions.	Essential	Application
Proven knowledge of Microsoft Office Suite (including Word, Excel, Outlook)	Essential	Application
Understanding of principals of good customer service	Essential	Interview
Highly effective communication skills (written and verbal)	Essential	Interview
Skilled negotiator with a range of people at all levels and in a variety of organisations	Essential	Interview
Enthusiastic and committed to achieving the Council's objectives	Essential	Interview
Knowledge of Idox Uniform software	Desirable	Interview
Experience of presenting reports to committee or information to the public.	Desirable	Interview
Mediation skills	Desirable	Interview
Physically capable of undertaking all duties associated with the role.	Essential	Interview



Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Willing to be adaptable and flexible to meet the needs of the service	Essential	Interview
Able to respond positively to a diverse range of circumstances	Essential	Interview
Assertive and self-motivated	Essential	Interview
Confident in dealing with all dogs including large breeds	Essential	Interview
Ability to work as part of a team and on own initiative.	Essential	Interview
Politically aware and customer focussed	Desirable	Interview
Good interpersonal skills to develop and maintain effective relationships.	Desirable	Interview