



## JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Job Title:	Principal Environmental Protection Officer		
Job Code:	EEC36PRING11		
Grade:	G11	Service Area:	Highways & Transport
Reports to:	Environmental Protection Manager	Location:	Civic Centre
Special Conditions:	<p>Attendance at Committees, professional and governmental meetings and other public meetings, together with responding to operational workload may require occasional evening and weekend working.</p> <p>The post holder is required to undertake duties based on the needs of the service outside normal council working hours and be reasonably available to work unsocial hours as directed by the Environmental Protection Manager in accordance with agreed working patterns and the Council's conditions of service.</p> <p>Regular travel throughout the borough is required and periodically outside of the borough.</p> <p>The post holder must meet mobility requirements for the post and be able to: scale ladders; work at height; work outdoors in all weather conditions; work in enclosed spaces; work in industrial and commercial environments that are exposed to physical agents including air pollutants, noise and vibration; comply with explicit health and safety requirements at, on or within industrial, commercial and business premises; work on hazardous sites; work on or adjacent to roadways; use of specialised council vehicles as required, including towing of trailer systems within permitted limitations as required; and to physically carry or handle heavy loads.</p>		
<p><i>At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:</i></p> <p><i>Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;</i></p> <ul style="list-style-type: none"> <li>▪ <i>Embrace change and strive for improvement continuously;</i></li> <li>▪ <i>Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;</i></li> <li>▪ <i>Challenge the status quo, enable and empower, act with integrity.</i></li> <li>▪ <i>Together, they will deliver services that the people of Walsall will be proud of.</i></li> </ul>			
<p><b>1. Corporate duties and accountabilities:</b></p> <p>The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.</p> <p>A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.</p>			

Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.

Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

## **2. Main purpose of the job role:**

Assist the Environmental Protection Manager, in leading the Environmental Protection function within the Highways & Transport Service and deputising as required.

Represent the Council at internal and external meetings, groups and partnerships, ensuring that the Council priorities and position is truly represented, including securing the resources required to deliver its strategic responsibilities and projects.

Represent the Council's interests at national, regional and sub-regional levels, including partnership and joint working in the West Midlands and nationally.

Professionally advise and make recommendations as required to Elected Members and senior officers at the highest levels to develop and foster agreement and support for Walsall's aims, ambitions and priorities, seeking and securing their support as required.

Contribute to the development of policies and programmes that deliver Walsall's ambitions.

Safeguard and improve the environment, development and economic interests of the Walsall borough and the health and wellbeing of its citizens.

Regulate, control and mitigate environmental pollution in respect to the borough of Walsall and make decisions in this regard.

Administer and enforce legislative provisions as authorised that concern environmental protection.

Undertake surveillance, environmental monitoring and assessments, and environmental protection duties as set out in the job description and meet required performance targets and criteria.

## **3. Role specific duties and accountabilities:**

### Management and Strategic

Deputise for the Environmental Protection Manager and actively contribute to advancing the performance of the Environmental Protection Team within given resources.

In conjunction with the Environmental Protection Manager, be responsible for the policy development and deployment of staff under his/her control.

Implement relevant Government policies and legislation.

Assist in the preparation of procurement and contract documents and implement management and control mechanisms to ensure available resources are used as efficiently as possible.

Manage, supervise and coordinate external contractors and consultants engaged on behalf of the service area or associated functions.

Prepare and present, where required, Committee, Cabinet, Scrutiny, and other internal and external reports associated with the delivery of Service functions.

### Environmental incidents and service requests

Assist the Environmental Protection Manager in ensuring the timely investigation and response to complaints, incidents and service requests regarding environmental protection that concern, but are not limited to: air pollution; air quality; noise; vibration; ground and water contamination; and light.

As directed by the Environmental Protection Manager, represent the team at elected member's briefings, forums and meetings to represent the service on routine and complex matters that concern, but are not limited to: air pollution; air quality; noise; vibration; ground contamination and light.

Prepare and deliver written information and verbal advice to members of parliament, government departments, elected members, council officers and council services, members of the public, businesses and commercial concerns and other parties regarding environmental protection matters that concern, but are not limited to: air pollution; air quality; noise; vibration; ground contamination and light.

### Planning and development control

Contribute to the provision of responses to consultations and proposals relating to planning applications, planning application pre-submissions, and Building Regulations on behalf of the service that concern, but are not limited to: air pollution; air quality; noise; vibration; ground contamination and light.

Represent the Environmental Protection Team at planning committees, Development Team meetings, Health Protection Forum and other committees.

#### Industrial and Commercial Processes

As directed by the Environmental Protection Manager, oversee the inspection of industrial and commercial processes to ensure compliance with permitting requirements and associated regulatory processes.

Manage and conduct formal and legal proceedings to ensure regulatory compliance in accordance with authorised powers.

#### Information collation and provision

Contribute to the effective operation of environmental monitoring and management systems and equipment, including arranging or conducting service and maintenance, calibration requirements and to preparation, collation and validation of data and information related to the same.

Take a leading role in the preparation and presentation of evidence, scientific and technical reports, correspondence, information, legal notices, and permits related to the job description.

Assist in the ongoing maintenance and management of the council's environmental monitoring and modelling software and equipment.

#### Collaboration

Work with internal and external partners such as contractors, consultants, developers and utilities to ensure that service arrangements and developments in Walsall are designed and delivered to the maximum benefit of the Council.

Participate in working groups, professional and technical forums and partnership working initiatives and stakeholder groups, acting as a representative of the service and the council. For example, the West Midlands Environmental Protection Group

#### Horizon Scanning

Support the development of a culture of continuous quality improvement within the services for which the post holder is accountable, providing advice and encouragement for the implementation and monitoring of quality policies, standards and systems.

Ensure that output and quality of work is of the highest standard and accords where appropriate with current regulations / legislation/Council standards.

Promote the development and implementation of new ways of working and modernised service delivery.

#### Leading People

Facilitate and support all managers in the supervision of staff and operational workforce to provide an efficient and effective service to customers, maintaining high levels of discipline, moral and work standards.

Manage staff attendance in accordance with the Attendance Procedure and Procedures in order to improve staff attendance and cost efficiencies of the council.

Be responsible for managing human resource in accordance with the Council's procedures and Human Resource & Development Team, including code of conduct for employees, disciplinary, grievance, leave arrangements, equal opportunities, work-life balance.

Recruit, induct and develop new employees including temporary and agency workers in accordance with council procedures.

Provide leadership and a strong sense of direction and purpose within the team(s) for which the post holder is accountable.

Manage the selection and deployment of people for whom the post holder is responsible to maximise their contribution to corporate and team goals as directed by the Environmental Protection Manager

Ensure appropriate Health and Safety and Risk Management measures are in place and that compliance is monitored.

#### Managing Resources

Support the Environmental Protection Manager in identifying saving and growth requirements to contribute to the corporate budget setting processes.

As directed by the Environmental Protection Manager, lead in procuring works, ordering works, delivery of projects, informing members and supporting the Head of Service to seek approval through Cabinet reporting processes and liaison with legal, finance and procurement departments.

Attend and contribute to management team meetings, project groups, committees and working parties.

Contribute to the preparation of appropriate Service Plans, Reports, Strategies, and Policies.

#### Managing Performance

Ensure effective liaison and foster good working relationships with all current and potential internal and external service providers / users e.g. contact centre/public/elected members. Monitoring and management of all appropriate contracts and service level agreements.

Monitor customer satisfaction and ensuring enquiries and complaints are dealt with in a polite, timely and effective manner through communication channels such as Customer Relations Management Systems and correspondence management systems, telephone enquiries, letters, e-mails and face to face communication.

Operate in accordance with corporate performance management and staff development processes such as individual performance management / employee performance appraisals and the Management Competency Frameworks and associated initiatives.

The post holder is responsible for his / her own self development on a continuous basis and for developing and maintaining a substantial body of up-to-date knowledge of specialist areas or work, as determined by the Environmental Protection Manager, and detailed generalist knowledge across a wide spectrum of related fields, and as such will be expected to undertake suitable development and training.

Promote the development of a confident learning culture within all service areas for which the post holder is responsible, including the requirement that all staff have and achieve personal / professional development plans that are integrated with the Service Plan.

#### Managing Self

Enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs.

#### General

As required, the post holder must also carry out actions and undertake duties as are allocated to Environmental Protection Officers.

The post holder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

The areas for which the post holder is responsible will be kept under review and may change over time in response to emerging priorities and organisational development.

### **4. Key Stakeholders and reporting lines**

#### Reports to

Environmental Protection Manager

#### Responsible over

Environmental Protection Officers, and any other officers as determined by the Environmental Protection Manager

Any delegated project teams or project officers, seconded officers, students and trainees

The post holder will have day-to-day responsibility for: -

- Assisting the Environmental Protection Manager with respect to service delivery
- The timely investigation and response to customer enquiries and service requests
- General public protection related to the roles and functions of the service

The post holder will represent Walsall Council's interests at national, sub-national/regional and sub-regional levels, including joint working in the Black Country, West Midlands Metropolitan Area, West Midlands Region and Midlands.

### 5. Person specification

Job Title: Principal Environmental Protection Officer

Grade: TBC

Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.

Indicate when Assessment is possible: at Application form =A  
interview=I  
both=A/I  
test = T

**WEIGHT CODE**  
shows relative importance  
Low=1  
Medium=2  
High=3

**Behaviours:** refer to corporate behaviours document

**Professionalism** - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.

A/I

3

**Leadership** - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.

A/I

3

**Accountability** - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.

A/I

3

**Transparency** - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.

A/I

3

**Ethical** - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.

A/I

3

**Abilities/Skills:** (refer to JE guidance document)

Must demonstrate the ability to monitor, manage and advance the performance of their team within given resources

A/I

3

Must demonstrate the ability to represent the Council at a strategic level, ensuring the co-ordination and development of major West Midlands regional schemes or initiatives.	A/I	3
Must demonstrate the ability to develop and deliver strategies, policies and procedures aimed at the efficient and effective delivery of the relevant service.	A/I	3
Must demonstrate an ability to manage, develop and implement service specific information systems required for the delivery of service	A/I	3
Must demonstrate the ability to prepare, present and defend the Council position at independent adjudication, coroners and magistrates court proceedings, or any other formal forum where a service specific expert witness is required	A/I	3
Must demonstrate the ability to develop, implement and manage contracts	A/I	3
Must demonstrate the ability to prepare, manage and control budgets within the revenue and capital programmes	A/I	3
Must demonstrate an ability to identify the need for and implement changes to policy, procedures and processes	A/I	3
Must demonstrate the ability to prepare and present where required Committee, Cabinet, Scrutiny and external organisation reports associated with the relevant Service.	A/I	3
Must poses excellent communication skills both orally and in writing demonstrating proficiency in negotiation and persuasion.	A/I	3
Must be computer literate	A/I	2
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Must demonstrate significant experience of delivering environmental protection services (with respect to air pollution control, air quality, noise and vibration, and ground contamination) including in context of development control, government reporting and regulation of industrial/commercial processes.	A/I	3
Must demonstrate evidence of continuous professional development	A/I	3
Must demonstrate an in depth knowledge and understanding of relevant service specific legislation	S/I	3
Must demonstrate significant post-qualification experience in relevant field to also include supervisory or management responsibility	A/I	3

Must demonstrate experience of working with elected members and officers at senior levels.	A/I	3
Experience of engaging and influencing high profile officers in both the public and private sectors.	A/I	3
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Diploma/Degree or in a relevant subject along with a specialist qualification and significant experience demonstrated of both people management AND relevant technical roles.	A/I	3
Track record of, and commitment, to continuous personal and professional development	A/I	3
Membership of an appropriate Professional Body e.g. IoA, IEnvSc, CIEH, IAQM	A/I	2
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>	Kathryn Moreton	<b>Date:</b> March 2021



