



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

<b>JOB TITLE:</b>	<b>Senior Environmental Protection Officer</b>		
<b>GRADE: JOB CODE:</b>	<b>G10</b>	<b>SERVICE AREA:</b>	<b>Environmental Protection – Highways and Transport</b>
<b>REPORTS TO:</b>	<b>Environmental Protection Manager</b>	<b>LOCATION:</b>	<b>Civic Centre, Walsall</b>
<b>SPECIAL CONDITIONS:</b>	<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 or Principal Environmental Protection Officer 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>		

**1. Main purpose of the job role:**

As directed by the Environmental Protection Manager or a Principal Environmental Protection Officer, to competently:

- 1.1 Safeguard and improve the environment, development and economic interests of the Walsall borough and the health and wellbeing of its citizens.
- 1.2 Regulate, control and mitigate environmental pollution in respect to the borough of Walsall and make decisions in this regard.
- 1.3 Provide technical and specialist advice concerning environmental protection to internal and external stakeholders.

- 1.4 Administer and enforce legislative provisions as authorised that concern environmental protection.
- 1.5 Undertake surveillance, environmental monitoring and assessments, and environmental protection duties as set out in the job description and meet required performance targets and criteria.

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

- 2.1 To investigate and act on 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; and to have the conduct and management of correspondence, record keeping and enforcement and regulatory proceedings related to these matters in accordance with legal duties and authorised powers.
- 2.2 To provide responses to complex and routine consultations and proposals relating to planning applications, planning application pre-submissions, Development Team 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.
- 2.3 As directed by the Environmental Protection Manager to attend planning committees, Development Team meetings, Health Protection Forum and other committees, elected members 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.
- 2.4 To inspect industrial and commercial processes that are subject to A2 and/or other complex or routine environmental permitting requirements and associated regulatory processes and to manage and conduct formal and legal proceedings to ensure regulatory compliance in accordance with authorised powers.
- 2.5 To prepare 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.
- 2.6 To undertake duties to ensure the operation of environmental monitoring and management systems and equipment, including arranging or conducting service and maintenance, calibration requirements and to prepare, collate and validate data and information related to the same.
- 2.7 To act as a specialist officer on an allocated work theme or discipline , identifying and sharing technical updates, best practice, and leading on routine and complex tasks associated with that specific area of work. Specialisms could include, but are not limited to: air quality; ground contamination; noise and vibration; environmental permitting; planning development and environmental impact assessment.

2.8	To participate in working groups, professional and technical forums and partnership working initiatives and stakeholder groups, acting as a representative of the service and/or the council as directed by the Environmental Protection Manager.
2.9	To prepare and/or present evidence, scientific and technical reports, correspondence, information, legal notices, and permits related to the job description.
2.10	To raise financial requisitions, invoices, payments and purchase card orders, and to administer debt collection in respect of regulatory and other fees and charges schemes.
2.11	To support the arrangement and management of assets and service/maintenance contracts engaged on behalf the service and oversee and instruct contractors or their agents.
2.12	To maintain records, information and data in accordance with council policies and procedures, local policies and procedures in regard to any aspects of the Job Description.
2.13	To arrange and manage assets and service/maintenance contracts engaged on behalf the service and oversee and instruct contractors or their agents.
2.14	To maintain a detailed knowledge of changes and developments in legal, technical, procedural and policy developments in matters relating to environmental protection and to undertake requisite training as required.
2.15	To undertake any other duties as is commensurate with the grade and nature of the post.

### **3. Corporate duties and accountabilities:**

3.1	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.
3.2	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.
3.3	Ensure that the services provided align 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.
3.4	This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



**Walsall Council**

<b>JOB TITLE: Environmental Protection Officer</b>	<b>GRADE</b>
--	--------------

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	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - 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.	I	3
<b>Leadership</b> - 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.	Not Applicable	
<b>Accountability</b> - 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.	I	3
<b>Transparency</b> - 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.	I	3
<b>Ethical</b> - 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.	I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
1. Excellent written and verbal communication skills	A/I	3
2. To work within a customer service environment and deal with sensitively and tactfully with potential conflict situations.	I	3
3. The capability to work professionally on one's own initiative and as part of a team, and prioritise and take responsibility for actions, decisions and interventions concerning work duties.	I	3
4. To be able to undertake and develop working arrangements with a variety of people and organisations, including, but not limited to: members of the public; trade and industry; statutory bodies; elected members; environmental groups; and other services within the council.	A/I	3
5. To have an ability to achieve defined and balanced outcomes and objectives within demanding environments and circumstances in a timely manner	A/I	2
6. To understand and apply relevant technical issues relating to environmental protection in regard to contaminated land investigations and remediation; air pollution management and control; noise and vibration; statutory nuisances; and the regulation of prescribed processes.	A/I	3
7. To understand and apply the law and policy issues concerning environmental protection in regard to contaminated land; air pollution control; air quality; noise and vibration; statutory nuisances; and the regulation of prescribed processes; and including the investigation of criminal offences and related enforcement proceedings.	A/I	3
8. To have an ability to produce technical and scientific reports and be able to communicate complex meanings in an accessible and understandable way to a wide variety of audiences.	A/I	2
9. To apply environmental protection policies, standards, criteria, guidance and principles as an interaction with planning development matters.	I	2

10. The ability to interpret technical and scientific information, using it to determine appropriate and proportionate responses, interventions and actions.			I	3
11. To have knowledge and competence in the operation of technical equipment associated with environmental monitoring and environmental protection.			A/I	2
12. Competency in the use of information technology and proprietary software packages for word processing, data bases, spreadsheets and GIS.			A/I	2
13. To be prepared to work out of office hours as necessary			A/I	2
14. To undertake the physical demands of the post.			A/I	3
15. To have awareness of and commitment to equal opportunities.			A/I	2
16. To be able to drive and possess a valid driving licence.			A	
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.				
Significant industrial and/or commercial process experience, preferably gained with a local authority. Experience of environmental protection and related planning development issues in regard to air pollution control, air quality, noise and vibration control and ground contamination. Regulatory experience of A2 and/or Part B prescribed processes.			A/I	
<b>Qualifications:</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.				
(1) Degree or Diploma in Environmental Health; <b>OR</b> a degree in an environmental science subject or equivalent qualification(s); plus an additional specialist qualification in, or related to, environmental pollution, acoustics/noise/vibration, air pollution or land/ground contamination.			A/I	
<b>Other Essential Requirements</b>				
An awareness of, and commitment to, equality opportunities.			I	
Awareness of, and commitment to, confidentiality and data handling.			I	
<b>Prepared by:</b>	J E Grant	<b>Date:</b>	February 2021	