SOUTH DERBYSHIRE DISTRICT COUNCIL
JOB DESCRIPTION

DIRECTORATE: **LAW, PEOPLE & ENVIRONMENT**

SERVICE: **ENVIRONMENTAL SERVICES**

POST TITLE: **PRINCIPAL ENVIRONMENTAL HEALTH OFFICER – ENVIRONMENTAL PROTECTION**

GRADE: **PO4**

REPORTS TO: **ASSISTANT DIRECTOR LAW, PEOPLE & ENVIRONMENT AND HEAD OF ENVIRONMENTAL SERVICES**

RESPONSIBLE FOR: SENIOR ENVIORNMENTAL HEALTH OFFICER (ENVIRONMENTAL ENFORCEMENT OFFICERS X3), ENVIRONMENTAL HEALTH OFFICER, ENVIRONMENTAL PROTECTION OFFICERS X2, APPRENTICE

JOB SUMMARY

To manage the delivery of the Council's Environmental Protection Service. To deliver the service to a high quality with a clear customer and commercial focus and to meet all Corporate Plan and statutory standards covering the following services – noise and statutory nuisance, air quality, contaminated land, environmental permitting, environmental crime, high hedges, planning and licensing consultations and other associated aspects of public health.

MAIN DUTIES AND RESPONSIBILITIES:

General

1. To adhere to and ensure the appropriate compliance with the Council's Corporate Health & Safety Policy.

2. To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.

3. To comply with the Council's Employee Code of Conduct

4. To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.
5. To identify, promote and be responsible for specific projects and initiatives as required.

6. Provide professional advice, prepare reports and attend meetings as required.

7. Exercise stewardship of the highest order in relation to budgets and other resources in pursuance of the Council's aims and objectives and in accordance with the Council's Standing Orders and Financial Regulations, including the co-ordination, production, management and monitoring of the service's budget.

8. Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from

Specific

1) To manage the functions of the Environmental Protection team to meet all of the Council's relevant statutory duties and Corporate Plan targets.
2) To be responsible for the effective management of staff within the team and all the other resources of the team.
3) To act as the manager for all Primary Authority Advice issued to Primary Authority Partners established by the Council under the Regulatory Enforcement and Sanctions Act 2008.
4) To undertake the enforcement of delegated legislation in accordance with the Council enforcement policies and practices, by the provision of advice, information, service of statutory notices, attending court as an expert witness and to initiate legal proceedings.
5) To manage on a day to day basis the following;
    a) The performance targets and operational standards of each officer within the Environmental Protection Team and supervise compliance with the annual programmes of activities as required by the relevant statutory guidance and codes. To ensure that the appropriate frequency and quality of interventions are being made by all officers and that relevant targets and deadlines associated with these are met.
    b) To ensure the achievement of the relevant Corporate Plan and Service Plan targets and milestones.
    c) To quality check and audit the work of the team to ensure compliance with relevant codes of practice and local policies and procedures.
    d) To ensure that the policies and procedures of the team are kept up to date.
    e) To provide technical and legal direction and supervision to team members to ensure that the team meets the highest standard of service provision.
    f) To identify competency gaps in the team and learning needs of individual team members.

g) To continuously explore ways of improving the work of the Environmental Protection team to make it more efficient and more effective.

6) To provide the lead in adapting the operational practices of the Environmental Protection team to changes in statute, national / regional policy and corporate priorities.
7) To support the Head of Environmental Services to maximise opportunities to generate income from and reduce the costs of the services provided by the team.
8) To accurately complete and submit performance monitoring data and annual returns to internal and external third parties to reflect the teams work.
9) To professionally represent the service on behalf of the Council in external liaison meetings with other professional and political bodies.
10) To undertake all employee related duties in relation to members of the team.
11) To act as a delegate for the Head of Environmental Services when required.

Date Issued: OCTOBER 2026

Issued by: ASSISTANT DIRECTOR LAW, PEOPLE & ENVIRONMENT AND HEAD OF ENVIRONMENTAL SERVICES