JOB DESCRIPTION

SECTION ONE

Service: Environmental Health  
Post Title: Team Leader  
(Environment Protection)  
Grade: 36-39  
Post Number:  

SECTION TWO

Responsible to: Environment Services Manager  
Responsible for:  
3 x Environmental Health Technicians  
1 x Night time Enforcement Officer  

SECTION THREE – Overall purpose of job

1. To enforce, advise and give guidance on environmental health matters commensurate with the level of responsibility, in particular relating to contaminated land, air quality, pollution prevention and control, energy efficiency promotion, and complaints of pollution, risks to public health, and including research as necessary.

2. Supervise and develop employees within the team, ensure training and regular appraisals take place, monitor and manage sickness absence.

3. To deputise for the Environmental Services Manager in respect of these services as and when required.

4. To contribute to the development and implementation of cross-cutting initiatives, in line with the Councils ‘One Team’ philosophy.

SECTION FOUR – Principal Responsibilities

1. Assist in the management of the day-to-day operation of the Environmental Protection Section and in particular provide technical guidance to other service units within the Council and other Officers within Environmental Health, as determined by the Environmental Services Manager and assume control of a caseload.

2. Carry out the Councils enforcement responsibilities under the Environmental Protection Act 1990 as determined by Environmental Protection Manager in accordance with relevant guidance, procedures and policies.

3. Carry out the Councils enforcement responsibilities under the Pollution Prevention and Control Act 1990 and other associated legislation as relevant.
to the Environmental Protection Section, as determined by the Environmental Protection Manager in accordance with relevant guidance, procedures and policies.

4. In conjunction with the Environmental Services Manager assist in the development, review and implementation of the Contaminated Land Strategy.

5. Assist in co-ordinating the information, development, implementation and maintenance of a strategy for the review of air quality in Kettering Borough Councils area.

6. Carry out the Councils enforcement responsibilities under all other associated Environmental Protection legislation as determined by the Environmental Services Manager in accordance with relevant guidance, procedures and policies.

7. Assist in taking necessary action in conjunction with the Environmental Services Manager and Legal Services to remove unauthorised encampments within the Borough, in accordance with relevant guidance, procedures and policies.

8. Respond appropriately to requests for Environmental protection advice and comments from other Council Service areas, for example Planning and Development Control, and Licensing as determined by the Environmental Protection Manager in accordance with relevant guidance, procedures and policies.

9. Prepare reports on Environmental Protection issues for Council committees, Members, Service Unit Managers and other Senior Officers in consultation with the Environmental Protection Manager.

10. Attend Council committees, public meetings training programmes and other proactive events as a representation of the Environmental Protection Section.

11. Prepare and present evidence at Court.

12. Instigate and/or assist in the planning and promotion of relevant issues or campaigns.

13. The post holder will be required to participate in the provision of the Authority’s out of hour’s environmental health emergency service, for which additional remuneration will be paid.

14. Ensure compliance with all Council policies with particular reference to health and safety, equal opportunities and communication.

15. The post holder may from time to time be required to carry out other duties provided they are commensurate with the level of responsibility of the post and within the abilities of the post holder.
### SECTION FIVE – Main levels of contact

<table>
<thead>
<tr>
<th>Internal</th>
<th>Members and officers of the Council.</th>
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</thead>
<tbody>
<tr>
<td>External</td>
<td>Members of the public, Government and other agencies, Officers of other local authorities.</td>
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</table>

### SECTION SIX – Special features of the post

- Essential car user allowance.
- Professional Fees Paid.
- The post will require some programmed working outside normal office hours.
- The post will require participation in the Councils out of hour’s service.

### SECTION SEVEN

<table>
<thead>
<tr>
<th>Job Description prepared by: (Manager) ……………………………</th>
<th>Date ……………………</th>
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</thead>
<tbody>
<tr>
<td>Approved by: (Personnel) ……………………………………………</td>
<td>Date ……………………</td>
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<tr>
<td>Agreed by: (Post holder) ……………………………………………..</td>
<td>Date ……………………</td>
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