



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job title:</b>	Public Protection Officer / Senior Public Protection Officer	<b>Role Profile No</b>	P/A
<b>Grade/s</b>	Q		
<b>Directorate / Pillar / Strand</b>	Delivery – Public Protection & Streetsmart	<b>Reporting to: Responsible for:</b>	Team Leader in Public Protection

### Role Overview

To carry out a full range of Public Protection duties as may be required, including environmental health, trading standards, animal health, community safety, emergency planning, licensing and public protection in one of a number of teams to ensure the effective provision of a range of high quality services within the Public Protection & StreetSmart Service. These duties will be carried out both within the specific responsibilities of the functions as listed below, and also from time to time across the wider Public Protection & StreetSmart service.

- Food, Health & Safety
- Trading Standards
- Environmental Enforcement
- Residential Services
- Planning & Streetscene Enforcement
- Licensing & Events
- Animal Health & Stray Dogs

### Role Purpose:

To be responsible for the day to day delivery of a range of statutory and non statutory public protection duties primarily within a functional team. Each team within the service covers aspects of a diverse range of statutory environmental health, trading standards, consumer protection, emergency planning, animal health and welfare or licensing functions. These range from food safety, statutory health and safety functions including commercial health and safety enforcement and accident investigations, alcohol sales, animal boarding and breeding, gaming, dangerous wild animals, dog breeding, fireworks, gambling act, house to house collections, licensing act, residential safety and housing standards, empty homes, pest control, motor salvage operators, personal licenses, pet shops, petroleum, riding stables, street trading, air quality management, contaminated land assessments, noise complaint investigations, air pollution, drainage and dealing with filthy and verminous premises, trading standards, planning enforcement, animal health, StreetSmart enforcement (littering, fly tipping, fly posting, graffiti), environmental enforcement, anti-social behaviour reduction and emergency

planning functions.

To conduct inspections of a specified range of premises especially to premises with high and medium risk rating to ensure compliance with all public protection legislation.

Work with the Team Leader in preparation for external audits by third parties including the Food Standards Agency, Health and Safety Executive and assist in conducting regional audits and implementing internal audits.

Conduct and co-ordinate complex criminal investigations (resulting from complaints, inspections and officer initiative) determining action necessary from service of notices, organisation of works in default and preparing files for prosecution. To attend court as an expert witness.

Providing the council's response to public protection emergencies and out of hours investigations including participation in the out of hours noise rota.

Initiate, lead, contribute to and participate in the planning, implementation and review of project work, surveys and sampling programs.

Assist in the preparation of Specific Service Plans and assist in developing and maintaining enforcement and procedure manuals.

Direct, mentor and motivate trainee public protection officers studying for professional qualifications. Provide cascade training to staff, at all levels within the service, on new legislation following attendance at National/Regional courses and seminars

As directed by the Public Protection Manager to undertake any task that the post holder is competent to do, within the remit of this job description as required by the service delivery needs.

A significant proportion of the work done by the post holder is carried out away from the office and frequently outside of normal working hours

### **As a Senior Environmental Health/Senior Trading Standards Officer**

To act as Lead Officer in a specialist area of work, supporting the Team Leader by interpreting legal issues and giving guidance to public protection officers, residents and businesses. To allocate work to other Public Protection officers.

Deputise for the Team Leader including managing the functional team in a specialist area of work and deputising at regional and national level in the absence of the Team Leader, when required.

### **Values and Behaviours**

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

### **Contacts and Relationships**

Working closely with the partners listed below, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role.

- Colleagues from external agencies – eg other health professionals, the Police, Inland Revenue, Fire Authority etc - to share intelligence on criminal activity and engage in joint initiatives
- Other Council service Areas
- Swindon Primary Care Trust/Health Protection Agency
- National Government Agencies
- Locality Leads
- Business owners and senior managers, landlords, tenants and agents of residential property

### **Knowledge and Experience**

Essential

- Full professional qualification in either Environmental Health or Trading Standards.
- To maintain the appropriate continued professional development as required by membership of the relevant professional body and the Food Safety Act where appropriate. (Essential)
- Educated to degree level or equivalent (Essential)
- EHORB Registered (As required by job role)

Job Specific Competencies: (All Essential)

- Commitment to partnership working
- Excellent written and verbal communication skills
- Good negotiating skills
- Strong organisational skills
- Commitment to a performance management culture
- Strong management skills in respect of projects and staff
- Commitment to drive projects forward
- Able to identify and manage acceptable risk
- Flexible and responsive

Decision Making: (All Essential)

- Advising the Members on technical matters
- Advising officers within the team on technical matters
- Resolving conflict between applicants and team members

- Advising on the validity of consultation responses to applications and requests for Licence reviews.
- Determining applications where there is no requirement for Member involvement.

As a Senior Environmental Health Officer all of the above plus

Essential

- Minimum three years post qualification experience in enforcing Environmental Health/Trading Standards legislation
- To undertake management training
- Specialist knowledge of specific Environmental Health law or trade sector
- Able to demonstrate the relevant competencies in order to close premises, serve prohibition notices or carry out seizures within the appropriate specialist field of working.
- Knowledge of laws of evidence, investigation and interviewing skills

Desirable

- Previous supervisory experience and an ability to motivate others

**Other Key Features of the role**

<p>Job Scope: No &amp; type of jobs Managed: up to 6</p>	<p>Job Scope:</p>
<p>Typical tasks supervised /allocated to others:</p> <ul style="list-style-type: none"> <li>• Technical Officer and Technical Assistant Students</li> <li>• Typical tasks supervised/allocated to others:</li> <li>• Sampling Program, Surveys and Enforcement Initiatives, Food Alerts,</li> <li>• Financial: The postholder will have discretion to make purchases of up to £50 without prior approval where the purchase is related to enforcement activities.</li> <li>• (S)he will also be able to serve statutory notices which, if done incorrectly, may result in compensation claims against the Council.</li> <li>• The postholder is also required to manage petty cash during the course of a project, survey or sampling.</li> </ul>	<p>Budget: officer responsible for maintaining petty cash payments/receipts for sampling work.</p> <p>Assets: Uniform Database, various technical equipment</p>

Head of Service:	
Signature:	Date
Corporate Board Representative: John Gilbert	
Signature:	Date: