



Post Title: Environmental Health Officer
Grade: H

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

To protect the safety, health and wellbeing of Nottingham citizens through compliance and enforcement activities.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. Be ambitious for Nottingham in the provision of the Environmental Health and Public Protection service (EH&PP) in accordance with statutory requirements, Council Policies and service plans by means of education, advice and enforcement activities.
4. To deliver the service in accordance with the service and department priorities and objectives.
5. To be an authorised officer and undertake relevant enforcement and compliance activities including, advice, warning, service of legal notices, prosecution,



employing surveillance, execution of warrants, formal interviews of defendants, in accordance with relevant legislation and operational procedures.

6. To provide reactive and proactive services, investigate offences, be a decision maker in relation to compliance and enforcement, issue verbal cautions for minor infringements and prepare to take action as appropriate. Action will include informal and formal action i.e. prepare criminal prosecution and civil enforcement reports as appropriate, in line with relevant legal powers and procedural provisions, including the Criminal Proceedings and Investigations Act, Regulation of Investigatory Powers Act, Police and Criminal Evidence Act and the City Council's Enforcement Policy.
7. To advise, inform and assist citizens and businesses on the full range of EH&PP matters, including casework, and support as directed. You will have a specialism in one of the following areas (this is an overview and not exclusive), but will have the knowledge and ability to work across the range of Environmental Health matters as needed/requested (with reasonable supervision and support):
 - Food safety, food standards, drinking water, health protection
 - Health and safety, sports grounds safety, licensing, health protection
 - Housing safety, standards and management
 - Housing licensing and compliance
 - Environmental protection (encompassing air quality, contaminated land, planning consultation assessment (and recommending appropriate planning conditions), licensing (Responsible Authority re noise), statutory nuisance, health protection, neighbourhood safety and standards matters e.g. empty homes, derelict properties, etc.)
8. To properly exercise the powers of an officer authorised under specified Environmental Health legislation and to attend court and give evidence when directed.
9. To develop and lead on allocated projects, leading teams of multi-agency officers on investigations and operations appropriate to the role.
10. To collect, assess, analyse and share intelligence in a lawful manner and in accordance with the National Intelligence Model.
11. To develop and maintain an up-to-date knowledge and expertise of the areas of work allocated.
12. To raise awareness of environmental health issues and promote the Environmental Health and Public Protection Service by giving talks and presentations to businesses and citizen groups and attending exhibition stands and events.
13. To participate in cross service working within the Directorate and liaise with officers of other local authorities, enforcement agencies, 3rd sector bodies and other partners at local, regional and national level.



14. To represent the service at local and regional level as required.
15. To provide training and mentoring to relevant colleagues and coordinate their activities as required and participate in the recruitment and selection process.
16. To ensure all activities undertaken are conducted in accordance with departmental systems and are properly and promptly recorded using relevant software, data and intelligence systems as appropriate.
17. Ensure the maintenance of confidentiality of all information and intelligence held by the Service in compliance with a range of legislation including the Data Protection Act.

Numbers and grades of any staff supervised by the post holder: None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by: Martin Cooke
Date: September 2026



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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Individual Leadership	Takes personal accountability for own development and is able to develop own knowledge, skills and competencies to a high level of expertise.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
	Ability to work as part of a team and contribute towards team objectives.		✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.	✓	✓	
	Ability to deal tactfully with people in situations of conflict.		✓	
Technical Skills and Knowledge	Extensive knowledge, understanding and awareness of Environmental Health related legislation and its application.	✓	✓	
	A specialism in one of the following areas, but with the knowledge and ability to work in any of the fields below as required: i. Food safety, food standards, drinking water, health protection ii. Health and safety, sports grounds safety, licensing, health protection iii. Housing standards iv. Housing licensing and compliance v. Environmental protection/pollution control and safer neighbourhoods matters.	✓	✓	
	A sound technical knowledge, skills and competencies relating to the work of the team.	✓	✓	



	Experience of applying legislation in a wide range of practical situations.	✓	✓	
	Experience of carrying out inspections and intervention visits at businesses and other premises.	✓	✓	
	Demonstrated experience and ability to direct investigations resulting in prosecutions or other legal sanctions in accordance with relevant procedural and evidential rules.	✓	✓	
	Ability to communicate effectively verbally and in writing and to be polite and helpful, in order to liaise with other organisations and customers.	✓	✓	
	Ability to conduct presentations relating to Environmental Health issues.	✓	✓	
	Ability to produce written reports of inspections/investigations and schedules of work.		✓	
	Practical knowledge of IT systems including a variety of software packages, in order to word-process documents and maintain databases in accordance with statutory and operational requirements.	✓	✓	
	Experience and ability to analyse information and to prioritise work and work tasks accordingly.	✓	✓	
	Experience of work planning and time management principles and an ability to put such principles into practice.	✓	✓	
	Ability to work unsupervised and to make decisions in an unsupervised situation.	✓	✓	
	Ability to recognise, analyse and resolve problems	✓	✓	
	Possession of a full driving licence (unless disability precludes this), and willingness to travel to various locations in and around the City boundary using pool vehicles, public transport and by walking.	✓	✓	✓
	Willingness and ability to provide duty officer cover and to work outside routine office hours as and when required.	✓	✓	
	To satisfactorily pass an auditory test with Nottingham City Council's Employee Wellbeing service (or another testing organisation approved by Nottingham City Council), with hearing acuity in the normal range for a person of your age (if required this test will be carried out after the assessment centre once an offer in principle is made).		✓	✓
	A degree or diploma in Environmental Health and a certificate of registration issued by the EHRB or equivalent.	✓		✓
Qualification requirement	AC – Assessment Centre D – Documentary			