

## JOB DESCRIPTION

### Technical Assistant (Pollution/Statutory Nuisance)

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<b>Service area:</b>	<b>Environmental Health &amp; Licensing</b>
<b>Reports to:</b>	<b>Principal Officer &amp; Head of Environmental Services</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Location:</b>	<b>Leek and Buxton</b>
<b>Work flexibly between ALL sites:</b>	<b>Yes</b>
<b>Grade:</b>	<b>AG4 to AG5 depending on qualifications and experience</b>
<b>Salary range:</b>	<b>15-19 to 20-24</b>
<b>Car driver:</b>	<b>Yes</b>
<b>Essential/casual:</b>	<b>Essential</b>

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#### JOB PURPOSE

1. To actively demonstrate a 'can do' attitude and commercially minded approach, to ensure efficient, effective and positive service delivery.
2. To participate and support the delivery of a comprehensive and professional Environmental and Licensing service across the Alliance, through competent, confident and timely processing of Environmental and Licensing related issues.
3. To work across the Alliance to ensure organisational and public service outcomes are maximised.

#### JOB DUTIES

1. To assist and support the Principal Officer and Head of Environmental Health as a Technical Assistant on aspects of Pollution and Statutory Nuisance across the Alliance, where applicable taking into consideration government issued legislation and guidelines.

- Investigation of Statutory Nuisance Complaints and Service Requests
  - Water/Air Quality Sampling
  - Provide Support for the Specialist Pollution Officers
2. To act as a Technical Assistant in the carrying out of the statutory duties of the Alliance including inspecting, investigating, and taking enforcement action where necessary, preparing timely and accurate reports, assisting with statutory returns, maintaining public registers and statistics where required.
  3. To keep professionally up to date on all new legislation, regulations, Codes of practice relating to Pollution and Statutory Nuisance and ensure any CPD requirements are met.
  4. To respond in accordance with corporate timescales to enquiries from members of the public, Town/Parish Councils and Councillors on Pollution and Statutory Nuisance matters.
  5. To support the implementation of a robust advice process which is customer focus and in accordance with the Council's Corporate Objectives.
  6. Carry out other such duties associated with the role of a Technical assistant within the service area, which the Principal Officer and Head of Service, may from time to time require to enable them to maintain the efficient and effective running of the service.

## **CORPORATE RESPONSIBILITIES**

- To comply with, and promote, both Councils' Equalities and Diversity Scheme ensuring that all discrimination is eliminated and referring any instances of perceived discrimination to the appropriate Executive Director.
- To ensure confidentiality at all times in all matters relating to the work of both Councils.
- To take every opportunity, where practicable and appropriate, to use information and communication technology to improve service delivery and efficiency.
- To carry out the above duties and responsibilities in accordance with any training given, written arrangements for health and safety, and any safe systems of work identified by risk assessments.
- To support the Council's commitment to good environmental Eco-management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- To apply the principles of good Customer Care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and Elected Members.
- To work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- To adhere to all aspects of confidentiality and Data Protection in order to comply with the law. To observe both Council's policies and guidelines on the General Data

Protection Regulations.

- To adhere to and embrace the standards of behavior required under the Alliance Choice values and code of conduct.
- To be committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.
- To be deployed to carry out election duties during the working day as required.

## **JOB REQUIREMENTS**

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Office based with travel to Alliance locations / agile working (where applicable)
Resources Staff/Finance	
Physical	Working to planned priorities
DBS	No