

Job Description

POST TITLE	Environmental Health (Compliance) Officer	POST NO:	ST5014
SERVICE UNIT	Streetscene	GRADE:	Career Grade 10/11 (Depending on competency)
JOB EVALUATION	A1062/A1063/A1069	JOB FAMILY	N/A
RESPONSIBLE TO:	Principal Environmental Health Officer		
RESPONSIBLE FOR:	This post has no line management responsibility		
LOCATION	Parker Lane Offices, Burnley	STATUS	Staff

Job Purpose

To play a key role within the Environmental Health & Licensing Team, delivering a modern, risk-based regulatory service that protects public health, supports safe and sustainable businesses, and contributes to the wellbeing of local communities.

The postholder will regulate and promote compliance across a range of environmental health functions, including environmental protection, health and safety, food safety, smokefree legislation, infectious disease control, and Sunday trading requirements. Working collaboratively with businesses, partners, and communities, the role combines advice, education, investigation, and proportionate enforcement to achieve positive public health outcomes.

In line with statutory competency requirements and professional standards, the postholder will exercise the Council's regulatory responsibilities under relevant environmental protection, health and safety, and food safety legislation, applying sound professional judgement and evidence-based decision-making.

The role includes responsibility for developing and maintaining specialist expertise within an agreed service area. Postholders will have opportunities to broaden their knowledge and experience through planned rotation across environmental health disciplines, supporting professional development, service resilience, and continuous improvement.

Main Duties and Responsibilities

Accountability

1. To develop and maintain an expertise in an Environmental Health discipline and operate as a specialist officer.
2. To visit and inspect premises and provide appropriate advice in respect of regulatory requirements, and where appropriate instigate enforcement measures to maintain required standards.
3. To undertake formal investigations arising from regulatory breaches and preserve and record evidence as necessary.
4. To undertake sampling activities in accordance with programmes (private water supplies, food, commercial noise, air, land) and to provide regulatory advice in respect of follow up action.
5. To exercise judgement to determine appropriate formal action eg. preparation and service of appropriate statutory notices and permits as authorised under various pieces of legislation, including Improvement, Prohibition, Emergency Prohibition, Abatement, Seizure, Detention, Statutory Nuisance and Fixed Penalty Notices and Pollution Prevention & Control Permits.
6. To provide formal responses to consultations, and also advice to colleagues, businesses and individuals in relation to planning and licencing applications.
7. To supervise, guide & assist Workplace Compliance Officers in the execution of their duties.
8. To organise, promote and deliver healthy workplace and health improvement initiatives.
9. To attend Council Committee and Sub-Committee meetings and to present reports and recommendations to Members.
10. To represent the Unit and the Council at various meetings including; residents' groups, officer working groups and public meetings.
11. To represent the Council in Court and at Employment Tribunal hearings as a witness arising out of the work of the post.

Information

1. To gather evidence, take statements, prepare case files and associated documents to assist prosecution or civil proceedings where appropriate.
2. To communicate complex legislative requirements to residents, business and consumers to assist with compliance.
3. To produce letters, reports, statutory returns and other documents relating to the work of the post.
4. To gather evidence, interpret data and prepare reports for Members in respect of Council Orders, Policies and other regulatory actions.

Resources

1. To maintain paper and electronic systems and records as required.

Other

1. To work positively within the Team to deliver high quality, customer orientated services that robustly deliver Public Protection measures.
2. To work outside the normal working day, by agreement, to meet the needs of the Service Unit or the Council.
3. To comply with the Health and Safety responsibilities as laid down in the Council's Health and Safety policy statement.
4. To undertake additional training relevant to the duties of the post.
5. To undertake such other duties as may be required from time-to-time which are compatible with the skill, responsibility level and grading of the post.

Nature of Contacts and Relationships
Typically involves working with internal and external customers. Involves direct contact with members of the public including direct contact with challenging service users.
Working Environment
Working from an office base, making site visits to business and residential addresses to carry out regulatory duties.
Planning, Discretion and Impact
Typically works independently on own initiative with recourse to line manager for more complex issues. Regularly making decisions on enforcement responses. Organising and prioritising a demanding and conflicting workload.
Resource Management
Typically responsible for accurate manual and paper records, preparation of notices or legal proceedings files. Responsible for equipment whist out on site.

Health & Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

Politically Restricted Post

This is a "Politically Restricted" post under the provisions of Section 3 of the Local Government and Housing Act 1989.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: L Fay/Rowan Castle

Postholder: PEHO/Environmental Health Manager

Date: June 2026

Selection Criteria		Essential/ Desirable E/D	Method of Assessment Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
3.	Management qualification e.g. MBA, DMS etc.	D	A/C
4.	Additional qualification e.g. Degree in Public Health	D	A/C
5.	Holder of a valid UK Driving Licence	D	A/C
EXPERIENCE			
6.	Recent experience of regulating within an Environmental Health field.	D (Grade 10) E (Grade 11)	A/I
7.	Experience of Food Safety Act enforcement sufficient to satisfy the requirements of the Food Safety Act 1990 Food Law Code of Practice (England); Or Experience of Health & Safety Act enforcement sufficient to satisfy the requirements of s18 H&S at Work Act 1974; Or Experience of Environmental Protection enforcement sufficient to demonstrate competency to regulate AQM, LAPPC & LA-IPPC regimes;	D (Grade 10) E (Grade 11)	A/I
8.	Experience of Court and/or Employment Tribunal cases.	D	A/I
9.	Working within recognised quality frameworks to improve service delivery.	D	A/I
10.	Experience of supervision of staff and resources.	D	A/I
11.	Experience of planning and delivering health promotion and education initiatives.	D	A/I
SKILLS			
12.	Ability to analyse, interpret and apply varied and complex information ie legislation, council procedure rules, bidding guidance etc.	E	A/I
13.	Ability to formulate policies and procedures to assist in high quality service delivery.	E	A/I

Selection Criteria		Essential/ Desirable E/D	Method of Assessment Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
14.	Ability to form and support constructive working relationships within the team.	E	A/I
15.	Ability to communicate complex and contentious information clearly and effectively, both verbally and in writing, across a range of audiences.	E	A/I
16.	Ability to work to deadlines and manage conflicting demands on your time.	E	A/I
17.	Ability to manage self and resources to produce high quality services.	E	A/I
18.	Ability to make objective assessments and regulate in a proportionate way.	E	A/I
19.	Ability to recognise customer needs and adopt strategies to meet those needs.	E	A/I
20.	Ability to speak one or more of the following community languages – Urdu, Bengali, Pushto, British Sign Language.	D	A/I

The Burnley Way

Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework