

## Job Description

### Technical Officer

Reference:

Date: March 2026

<b>Job Family:</b>	<b>Legal and Correspondence - Licensing, Compliance and Enforcement</b>
<b>Level:</b>	<b>2</b>
<b>Band:</b>	<b>7</b>
<b>Career Track:</b>	<b>Technical, Professional and Supervisory</b>

#### Job Purpose

To deliver a defined range of technical public protection activities, carrying out inspections, investigations and compliance work, and ensuring that statutory, service and operational requirements are met to support the objectives of the Public Protection service.

#### Service Purpose

The Public Protection function enables Northumberland County Council to safeguard and enhance the wellbeing of residents, communities, and businesses by delivering high-quality, responsive, and evidence-based regulatory and emergency preparedness services. The service brings together expertise in environmental health, trading standards & animal health, licensing, emergency planning, business continuity, and enforcement. Through a collaborative, cross-disciplinary approach with internal teams and external partners, the services deliver innovative solutions that protect public health, safety, and consumer interests, ensuring our services are agile, resilient, and aligned with the Council's values and strategic priorities.

#### Duties and Responsibilities

##### Regulatory Inspections and Compliance

- Conduct inspections, sampling and compliance assessments in line with public safety and environmental health legislation and codes of practice.
- Use technical equipment relevant to the work area and ensure correct handling and recording.

##### Investigations and Incident Response

- Investigate incidents, premises, products or activities relevant to the service area.
- Respond to service requests efficiently and take appropriate follow-up actions in accordance with statutory and service requirements.
- Participate in emergency response activities when required.

##### Policy Implementation and Guidance

- Implement council policies and ensure relevant procedures and guidance are followed.

- Provide information and guidance to businesses and residents to support compliance and promote a safe and healthy environment.

### **Records, Data and Performance Management**

- Maintain statutory registers, records, databases and performance data for the service area.

### **Service Planning and Continuous Improvement**

- Contribute to service planning and assist senior officers with the delivery and monitoring of service objectives.
- Assist in the development of service improvements in response to legislative changes and council priorities.

### **Enforcement and Legal Support**

- Recommend enforcement actions to senior officers in accordance with the Enforcement Policy and prepare associated documentation.
- Support the preparation and collation of information for court, inquiries or inquests.

## **Person Specification**

### **Professional and Technical Requirements**

#### **Qualifications**

- Level 3 qualification
- Relevant professional/technical qualification (for example, Institute of Acoustics Certificate of Competence in Noise Measurement, Environment Agency MCERTS Level 1, NEBOSH Diploma, Drinking Water Inspectorate Approved Water Sampling Accreditation)

#### **Knowledge, Skills and Experience**

- Thorough knowledge in one or more relevant professional/technical area
- Knowledge and understanding of legislation and best practice relevant to the subject area
- Recent or relevant professional experience within a regulatory or technical environment
- Experience using technical equipment relevant to the role
- Experience designing or drafting technical documents, policies or procedures.
- Ability to work independently and manage own workload within regulatory frameworks.
- Ability to use IT systems, databases and digital tools appropriate to the technical work area.
- Ability to correctly use, handle and record data from specialist technical equipment.
- Ability to meet transport and flexible working requirements associated with inspections and site activity.

### **Core Competency Requirements**

- **Communication:** Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.

- **Collaboration:** Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery:** Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making:** Uses evidence and judgement to resolve issues and improve delivery.
- **Digital & Data Literacy:** Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability:** Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving:** Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community & Customer Focus:** Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.
- **Leadership:** Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

## Strengths

- **Precise** — role requires high accuracy in inspections, measurements, evidence gathering, statutory registers, and technical documentation.
- **Disciplined** — strict adherence to legislation, procedures, enforcement policies and technical standards is core to the job.
- **Analytical** — essential for interpreting sampling results, inspections, technical evidence and regulatory classifications.
- **Preventer** — the role proactively assesses risks relating to public safety, environmental hazards, nuisance and regulatory breaches.
- **Organiser** — needed to manage inspections, site visits, evidence, statutory registers, equipment, and workload scheduling.

## Desirable

- Broad knowledge of Environmental Health or Public Safety at Degree/Level 5 or equivalent level.
- Additional relevant qualification in an area such as health & safety, public health/safety, food safety, pollution, contaminated land, air quality, noise control or emissions monitoring.
- Evidence of continual professional development in a related technical field.