

## Job Description

# Enforcement Lead (Senior Environmental Health Officer)

Reference: 929

Date: March 2026

<b>Job Family:</b>	<b>Legal and Governance/Licensing, Compliance and Enforcement</b>
<b>Level:</b>	<b>3</b>
<b>Band:</b>	<b>9</b>
<b>Career Track:</b>	<b>Technical, Professional and Managerial</b>

## Job Purpose

To deliver and co-ordinate complex Environmental Health, Public Protection and Housing activities, ensuring statutory duties are met through inspections, investigations and enforcement, while overseeing the day-to-day technical work of the service to support operational and service objectives.

## Service Purpose

The Public Protection and Housing Services functions enable 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 services bring together expertise in environmental health, trading standards & animal health, licensing, housing standards, 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

- Carry out inspections, sampling and compliance assessments in line with environmental public protection and housing legislation.
- Investigate incidents, premises, activities or individuals relevant to Environmental Health functions.
- Determine and implement appropriate enforcement actions in accordance with the Council's Enforcement Policies.
- Provide technical guidance to businesses and residents to support compliance and promote safe and healthy environments.
- Supervise and coordinate the work of professional, technical and support staff, including allocation and monitoring of work.
- Maintain statutory records, databases and performance statistics for the service area.

- Assist in service planning and contribute to developing the Environmental Health service in line with legislation and council priorities.
- Manage contracts, fee-generating activities and financial records.
- Ensure compliance with corporate people-management policies, including staff development and welfare requirements.
- Provide specialist evidence and documentation for court, inquests or public inquiries.
- Respond flexibly to emergency or urgent public protection and housing issues, including out-of-hours work where required.
- Use and maintain technical equipment associated with Environmental Health functions.

## **Person Specification**

### **Professional and Technical Requirements**

#### **Qualifications**

- Broad knowledge of Environmental Health to Degree level or equivalent.
- Registration as an Environmental Health Practitioner (EHP) with the Chartered Institute of Environmental Health (CIEH) or equivalent.
- Additional relevant professional qualification.
- Evidence of recent relevant management training, or willingness to work towards.
- Evidence of continual professional development in a related area.

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

- Thorough knowledge and understanding of Environmental Health legislation, best practice and contemporary issues.
- Significant and recent professional experience in Environmental Health following qualification.
- Direct experience of enforcement within Environmental Health.
- Experience providing technical evidence for Court, Inquests or Public Inquiries.
- Experience supervising professional or support staff, including allocating and monitoring technical work.
- Ability to draft technical documents, records, and reports relevant to Environmental Health functions.
- Ability to use specialist technical equipment (e.g., noise meters, sampling tools, testing equipment).
- Ability to use IT systems, databases and digital tools required for Environmental Health operations.
- Experience working with technical data, sampling results or evidence relevant to Environmental Health.
- Ability to meet transport and flexible working requirements, including travel and out-of-hours work.

## Core Competency Requirements

- **Communication:** Communicates across services to influence outcomes. Adapts style across organisational contexts and manages sensitive communications.
- **Collaboration:** Facilitates collaboration across teams, services, and external partners to deliver joined-up solutions.
- **Service Delivery:** Aligns delivery with strategic priorities and maintains high performance. Improves services using innovation and effective use of resources to deliver value for money.
- **Decision-Making:** Balances risk and impact in decision-making across teams or projects.
- **Digital & Data Literacy:** Uses digital systems to manage performance and inform decisions. Applies ethical judgement and explores new data sources. Analyses complex data to improve service outcomes.
- **Adaptability:** Leads teams through change using structured approaches that support clarity and resilience. Builds team cohesion and sustains service culture during transitions.
- **Problem-Solving:** Enables collaborative problem-solving and challenges existing practices to address cross-service challenges.
- **Community & Customer Focus:** Applies community insight and customer feedback to shape responsive and inclusive services.
- **Leadership:** Aligns team capability and resources to deliver meaningful outcomes. Leads projects and services within areas of expertise and across disciplines.

## Strengths

- **Precise** – The role requires accuracy in inspection findings, sampling, evidence preparation and enforcement documentation.
- **Disciplined** – Essential for compliance with statutory processes, enforcement protocols, record keeping and procedural adherence.
- **Analytical** – Required for interpreting technical data, evidence, sampling results and environmental impacts.
- **Responsible** – The role carries significant regulatory accountability, enforcement authority and supervisory responsibility.
- **Preventer** – Core to anticipating, identifying and mitigating environmental and public health risks through inspections and enforcement.

## Desirable

- Management qualification or accredited management training.
- Additional relevant Environmental Health or Public Safety qualifications.