

Role Profile

Job Title:	Senior Scientific Officer
Location:	Colindale/Hybrid
Department:	Consumer and Public Protection
Directorate:	Assurance
Grade:	Grade I
Salary Range:	
Reports to:	Team Leader Scientific Team

1. Job Purpose:

To provide technical professional enforcement services to protect the health, safety and welfare of residents, businesses, visitors and employees in Barnet; working with businesses to help them comply with their legal duties.

Providing assistance, advice and using available statutory powers to carry out all manners of enforcement to keep people safe and to maintain professional and legal standards. Achieving your full potential in delivering high quality services ensuring that the Council discharges their statutory obligations.

2. Key accountabilities:

- Providing high quality, timely and accurate professional/technical advice, guidance and information about any work matter, to customers, colleagues, members of the public, Elected Members (Councillors), Senior Managers, solicitors, architects, surveyors and other professionals in a clear format that is understandable and appropriate.
- Delivering, as directed, a range of services in accordance with legislation, codes of practice, corporate policies, local systems, policies and guidance and good professional practice.
- Range of activities for officers will include but is not limited to: inspections, projects, audits/surveys, alternative enforcement activities, publicity, other meetings, processing applications, visits, investigating complaints and service requests, monitoring, gathering evidence, carrying out PACE interviews if appropriate, taking statements, preparing reports and briefing notes for managers and determining appropriate action.
- Inspect the district to which you are assigned to keep informed of the regulatory circumstances therein; analysis of complex areas of work, problem solve, make complex decisions and take appropriate action and liaise with the officers in the team (and other teams) as necessary.

- To undertake research or surveys related to the work of the Section and provided support in specialist work areas, relating to air quality, air pollution and acoustic, scheduled B LAPPC processes and contaminated land.
- Properly handling evidence, records and data to ensure that confidentiality, continuity, evidence integrity, data quality, data protection and requirements for team intel are observed.
- Undertake intelligence led enforcement activities.
- Minimising any adverse impact on businesses, consumers, residents or others who might be affected by any enforcement or regulatory action taken.
- Appearing and giving evidence as a witness at Court, Tribunal or other Statutory Hearing.
- Undertaking consistent, proportionate, targeted, accountable and transparent enforcement action, in accordance with best practice advice and guidance and enforcement policies, to resolve any identified non-compliances. This may include seizing goods, prohibitions, closures, preparing and serving statutory and fixed penalty or other penalty, information or improvement notices, warrants, simple cautions, prosecution and other legal documents.
- Make arrangements to plan and undertake agreed work programmed in liaison with the Team Leader(s) in accordance with the service standards and quality criteria set by the service.
- To execute a personal caseload related to the professional work of the service to ensure a high level of customer satisfaction by recording details of all visits and action taken. In accordance with service policies, standards and procedures and maintain statutory records. Update and review the service database as often as required up to completion.
- Support and offer technical advice in a specialist area of work to other officers, students, staff or contractors as directed.
- To scrutinise, process and comment on applications, plans, reports, schemes or other submissions for environmental guidance or clearance as directed by the Team Leader/Service Manager.
- Undertake health education and health promotion in relation to the relevant work areas as directed.
- Install and/ or operate equipment provided in relevant work areas to record or monitor safety and environmental conditions as appropriate.
- Assist with practical training of students, apprentices and other staff as required from time to time in the relevant work area as directed.
- To undertake out of hour's work as and when required.
- To be involved, as appropriate in the event of emergency situations occurring within Barnet.
- Ensure the Team Leader and Service Manager is kept fully informed on any aspect of work which is controversial, political, strategic, financial or otherwise of a sensitive or highly complex nature.

- Liaise with officers within council services, outside organisations, companies and individuals in order to deliver an effective Service.
- Keep up-to-date with changes in legislation, policies, attitudes and techniques relevant to their service groups.
- Adhere to the Assurance Investigators Code of Ethics.
- Assist at meetings, working parties, public meetings, exhibitions or demonstrations.
- Carry out specialist duties as requested and in accordance with experience and training.
- Carry out other duties as required by your line manager in accordance with the grading of the post.

3. Financial Responsibilities:

- No budget responsibility.
- Ensure that all financial information is accurately recorded on the appropriate data management system to make sure that payment and income data is robust.

4. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protective equipment where issued and instructed and appropriate to do so, including lone working devices, stab vests and body worn video when conducting visits.
- Report any accident/incidents/hazards/near misses to the corporate Health and Safety team and line manager.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

- To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

- In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

- To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

Person Specification

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Successful completion (or imminent completion) of an Environmental Health degree or postgraduate MSc course, accredited by the CIEH in Environmental Health And / Or Demonstrable professional experience in the relevant specialism and a degree or vocational qualification related to pollution control	Essential	Application
Fully qualified EHORB registered and eligible for Corporate Membership of the CIEH (EHO)	Desirable	Application
Experience & Knowledge		
Good/expert working knowledge of the 'team specific' relevant laws, powers, codes of practice, guidance, policies to deliver on the team's statutory duties and support the council's priorities.	Essential	Application/Interview
Experience of taking enforcement action.	Desirable	Application/Interview
Excellent interpersonal and negotiation skills and able to communicate clearly both verbally and in writing with a wide range of contacts and to deal with difficult or complex issues	Essential	Application/Interview
Ability to accurately draft legal documents	Essential	Application/Interview
Skill & Ability		
Competent user of Microsoft Office specifically Word, Excel, PowerPoint, and Outlook.	Essential	Application/Interview
Ability to accurately record data using specialist data management systems	Essential	Application/Interview

Is self-motivated and able to work under pressure to meet deadlines and targets whilst producing work to a high standard.	Essential	Application/Interview
Ability to meet the travel requirements of the post	Essential Desirable – Driving licence	Application/Interview
Adaptable, has as a flexible attitude and is able to adjust to change in tasks at short notice.	Essential	Application/Interview
Able to progress sometimes complex cases in a timely manner accurately and in accordance with the relevant legislation and guidelines.	Essential	Application/Interview
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Desirable	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Desirable	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Desirable	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Desirable	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Desirable	Application/Interview
Collaborative		

Caring for **people**, our **places** and the **planet**

<p>One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others</p>	<p>Essential</p>	<p>Application/Interview</p>
<p>Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet</p>	<p>Essential</p>	<p>Application/Interview</p>
<p>Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards</p>	<p>Essential</p>	<p>Application/Interview</p>