

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Technical Assistant		Grade: 8
Directorate: Regeneration & Development	Service: Regulatory Services	
Post No: DD38 / DD39	JE Ref:	Date of Issue: November 2022
Responsible to: Environmental Protection Team Manager		

Main Purpose of Job:

To provide technical support within Regulatory Services, including undertaking inspections, investigations and appropriate follow up actions including advice, support and enforcement action.

Main Tasks/Duties/Responsibilities

1. To be responsible for the efficient execution of the range of duties reasonably expected of, and commensurate with the professional competence of a Technical Assistant.
2. To inspect premises, investigate complaints and initiate any action required.
3. To be specifically responsible for the execution of the range of duties from time to time assigned to the sectional division of the service.
4. To be responsible for properly implementing the Council's Policies, Standing Orders, Delegated Powers and other requirements in connection with the function.
5. To prepare, or assist in the preparation of, such reports and financial or statistical information as may be required, including matters relating to annual reports and reports to Council or Committees.
6. To attend such Council, Committee or other meetings with outside bodies as required as a representative of the Service and/or Council and if necessary report thereon.
7. To be responsible for the safe keeping of all equipment assigned to the section/individual.

8. To undertake day to day/on site supervision of such nominated technical staff or trainees that may be assigned for a specified task/function/period of time.
9. To remain aware and up to date of legal and technical developments within the professional function and specifically within the field of sectional, specialist responsibility.
10. To assist in the formal training of Trainee/Student Environmental Health Officers, Technical and such other staff as may from time to time be assigned to a section and require a knowledge of the professional or sectional function.
11. To undertake duties out of office hours and at weekend as necessary.
12. To participate in any call out/standby services operated by the Council outside normal office hours and at weekends as required.

Occasional Tasks/Duties/Responsibilities

1. To prepare or assist in the preparation of, such material as is necessary for talks, lectures or presentations (for use inside the Council or to external bodies) and if required participate in the presentation of these activities.
2. To undertake, as required, functions outside the assigned sectional responsibilities to provide short term cover for other Environmental Health duties should urgent need arise.
3. To work at other locations or in other sections as the Head of Regulatory Services may reasonably require.

General

1. To be aware of and carry out your responsibilities under the Council's Policy and Guidance relating to Safeguarding Children and Vulnerable Adults.
2. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
3. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
4. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.

5. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
6. To be aware of and adhere to the Council's Equal Opportunities Policy.
7. To undertake any other duties as may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
8. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the post holder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.

Disclosure of Criminal Convictions

Due to the nature of the duties associated with this post, it is considered to be covered by the Rehabilitation of Offenders Exemptions Order 1975 (as amended) and is a Regulated Position as defined by the Criminal Justice and Courts Services Act 2000.

If you are offered appointment to this post, you will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service. This will include details of cautions, reprimands or final warnings, as well as convictions.