

**RIBBLE VALLEY BOROUGH COUNCIL
CHIEF EXECUTIVE'S DEPARTMENT**

JOB DESCRIPTION

- 1. JOB TITLE:** Temporary Enforcement Officer (Environmental Health)
- 2. REFERENCE NO:** CE134
- 3. SALARY SCALE:** Scale 4 (scp 7-11) £20,092 to £21,748 per annum
- 4. RESPONSIBLE TO:** Head of Environmental Health
- 5. JOB PURPOSE:** To undertake inspections, to monitor compliance with, and to investigate complaints relating to breaches of Coronavirus legislation.
- 6. MAIN DUTIES:**
 - 6.1** To carry out enforcement duties in consultation with the Environmental Health and Licensing Officers.
 - 6.2** To carry out site visits on a regular basis to ensure compliance with Coronavirus legislation
 - 6.3** To record and investigate complaints and other information relating to breaches of Coronavirus legislation including site visits.
 - 6.4** To inspect and monitor premises licensed by the Council. Some of this work will be required to be undertaken during unsocial hours in the late evening and at weekends in accordance with a devised rota.
 - 6.5** Liaising with and dealing with complaints relating to licence holders.
 - 6.6** To undertake routine 'medium' and 'low' risk inspections of licensed premises.
 - 6.7** To prepare associated correspondence and maintain full and accurate records.
 - 6.8** To carry out a risk-based inspection programme, using standard inspection pro-forma's and standard letters under the direction of the Head of Environmental Health.
 - 6.9** To collect and present evidence in relation to breaches of relevant legislation.
 - 6.10** To liaise with other responsible authorities for example Police, Public Health.
 - 6.11** To update and maintain appropriate premise files and computer system records.

7. To be responsible for ensuring the data quality of all information related to the duties of the post.
8. To adhere to the Council's policies including equal opportunities and health and safety.
9. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signature of
Post Holder:

_____ Dated: _____

Signature of Head of
Service:

_____ Dated: _____