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JOB DESCRIPTION

Job Title:	Environment and Airport Monitoring Officer	Job Number: (Official use ONLY)	
Department / Service:	Operations	Main location: (i.e. where primarily based)	Council Offices, Farnborough Road, Farnborough GU14 7JU
Hours of Work:	37 Hours/week	Post Restrictions: (e.g. politically restricted and/or sensitive)	Yes/ No
Grade & Salary Band: (where appropriate)	G6 £46,731 - £53,872 plus Grade Allowance of £2,400	Regulated Activity: (i.e. DBS check required)	No
Job Purpose: (i.e. Context & summary of why the role exists)	<p>To act as the lead specialist officer on behalf of the Council in relation to Farnborough airport and compliance with relevant planning conditions and legal agreements.</p> <p>To act as lead officer within the Environmental Control and Pollution team for complex investigations and requests for service, in relation to noise, air quality and contaminated land.</p>		

Main Accountabilities/Responsibilities

1	Be the lead specialist officer for all Environmental Health enquiries relating to the operation of the Airport and compliance with the planning conditions and clauses in legal agreements attached to the various planning permissions. Assist and advise in the development of the Council's Local Plan and the development of planning policy with respect to aviation matters.
2	Liaise with the Airport operator to ensure compliance with the various planning permissions, and with the relevant Council's Planning, Operations and Legal officers over the operation of the Airport. Attend the Farnborough Airport Consultative Committee meetings (3 per year) and support Council Members as appropriate, in respect of noise, air quality and safety.
3	To co-ordinate and implement the Council's statutory air quality management duties and its air quality monitoring programme and to carry out general air quality management duties as required. To oversee the development and implementation of the Council's Air Quality Strategy or any air quality management issue as required.
4	Be the lead officer for contaminated land, overseeing investigations, assessments, and remediation matters. To analyse technical reports received in respect of land contamination, and to respond to written and verbal enquiries relating to land contamination. To ensure the Council fulfils its duties under Part IIa of the Environmental Protection Act 1990, and review the Contaminated Land Strategy as necessary.
5	Provide specialist input into Planning consultations, especially where contaminated land, air quality, noise, the airport or general environmental protection issues are involved. Liaison and negotiation with developers, consultants and agents to ensure the disparate matters of noise, contaminated land, air quality, external artificial light and other forms of potential pollution are satisfactorily addressed at the application stage. To attend Development Management Meetings, respond to Member questions on applications and where necessary to give evidence as an expert witness at Appeal hearings.

6	To investigate and resolve industrial, commercial and domestic complaints/issues and enquiries for the purposes of enforcing relevant legislation relating to Environmental Protection. This includes matters relating to statutory nuisances, air pollution, permitted premises, land contamination, pest control, filthy and verminous premises, accumulations, unauthorised encampments and drainage.
7	Provide support to other officers with regard issues relating to noise, contaminated land, odour and air quality.
8	Oversee the calibration and maintenance of noise monitoring equipment, and provide technical expertise to other officers in the interpretation of results and adherence to British Standards in their operation and reporting of results.
9	To exercise responsibility for the permitting of installations under the Environmental Permitting Regulations (England and Wales) 2016.
10	To support the broader Environmental Health service as required and to undertake such other duties and responsibilities as required by the Operations Service, engaging in corporate initiatives, etc as required.
11	To take personal and professional responsibility for learning and development to ensure the progression and continuance of the competencies, skills and behaviours required to fulfil the roles of this post.
12	To deputise for the Principal Environmental Health Officer in their absence.

Other Responsibilities/Accountabilities

1	Actively promote and model the council's values and behaviours.
2	Take reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work.
3	Ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and current legislation, including that covering data protection, health and safety, safeguarding children, vulnerable adults and equalities.
4	All staff are required to make themselves familiar and comply with the Council's policies and processes, complete required training and ongoing e-learning.
5	Undertake any other duties that are commensurate with the requirements of the post.

Staff Reports & Responsibilities

Reports	Title(s) or staff number	Grade	Level of mentoring, supervision and/or responsibilities
Responsible to	Principal Environmental Health Officer (Environmental Control and Pollution) (and in respect of Airport Monitoring etc. Executive Head of Property and Growth)	G6	Manager
Responsible for	N/A		

Budget responsibilities (if applicable)

Duties, Tasks & Activities	Budget (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others)	Indicative frequency (i.e. how long)
Nil		

Income responsibilities (if applicable)

Duties, Tasks & Activities	Income level(s) (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others)	Indicative frequency (i.e. how long)
Nil		

PERSON SPECIFICATION

Education, Training and Qualifications

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Educated to at least degree level standard in a relevant subject (Environmental Health/Science subject)	E	A I T
Diploma in Acoustics and Noise Control	E	A I T
Comprehensive theoretical knowledge and experience of the relevant legislation, regulations and guidance associated with Environmental Protection and Pollution, supported by relevant CPD documentation	E	A I T
Computer literate and familiarity with Microsoft 365 and GIS.	E	A I T
An excellent working knowledge required of law court proceedings and legal procedures including: PACE, RIPA, CPIA, FOI Act. To have experience in the drafting, service and enforcement of relevant statutory letters/notices, the preparation of evidence and experience of enforcing environmental health law, including prosecutions and appeals.	D	A I T
GCSE (Grade A-C) or equivalent passes in Maths, Science and English Language.	E	A
Good knowledge of environmental protection issues, particularly for the local community.	D	A I T
Valid driving licence and access to own car for use at work (insured for "business" work).	E	A

Experience

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
Experience of airport or aircraft related matters, with regards dealing with noise, air quality, odour and safety concerns or dealing with complaints regarding the same	E	A I T
Specialist knowledge in environmental protection: Acoustics and Noise Control, contaminated land and Air Quality	E	A I T
Knowledge and experience of interpreting contaminated land site investigation reports, risk assessments, and remediation methodologies.	D	A I
Experience of regulatory enforcement. Experience in providing advice, support and guidance to all levels of an organisation, liaison with Members and attendance at Committees. Proven track record in gathering evidence, drafting and serving notices, and initiating/ participating in enforcement proceedings.	E	A I T
Comprehensive theoretical knowledge and experience of the relevant legislation, regulations and guidance associated with Environmental Protection and Pollution.	E	A I T
Able to represent the Council at appropriate external meetings, working groups and advisory bodies at local and regional levels as may be required.	E	A I
Familiarity with UNI-form	D	A I
Experience of working positively within a team setting whilst managing a case load individually.	E	A I T

Skills and Abilities

	(E)ssential or (D)esirable	How Assessed (i.e. (A)pplication form / (I)nterview / (T)ests or (App)raisal)
An understanding of the economic benefits of an airport and how this may influence the decision-making process.	E	A I
Effective and excellent communication skills, both written and oral with a positive and assertive attitude when dealing with the public.	E	A I
Ability to present information in a public forum.	D	A I
The ability to secure commitment to actions and changes in behaviour and working practices to improve public health.	E	A I
Ability to manage complex statutory nuisance complaints.	E	A I T
Strong investigative, analytical and interpretative skills and have the ability to determine the most effective course of action to safeguard public health.	E	A I
Ability to establish and maintain effective working relationships with external/internal partners and stakeholders.	E	A I

Ability to work on your own initiative and organise your workload. Deliver good quality work, in a timely and cost effective way. Sets priorities and plans whilst monitoring progress.	E	A I
Ability to organise and prioritise workload and meet deadlines.	E	A I
Tact and diplomacy when dealing with difficult situations.	E	A I
Conduct site visits and prepare reports and recommendations.	E	A I
To be computer literate, especially in Microsoft 365.	E	A I T
Maintain clear and concise records in line with regulatory standards	E	A I T
Ability to write letters, reports, etc. and produce statistics by hand and in the use of computers.	E	A I T

Any other requirements

e.g working evenings and weekends, full driving licence/own car	(E)ssential or (D)esirable	How Assessed (i.e. (A) pplication form / (I) nterview / (T) ests or (App) raisal)
Ability to work evenings and at weekends as may be required.	E	I
Keen interest in promoting high standards of environmental protection.	E	A I T
To always act in a competent and professional manner.	E	A I T
Ability to deliver training, education and technical presentations to colleagues, Members, businesses, and other groups including school children.	D	A I
Passion to champion environmental protection issue whilst recognising corporate priorities.	E	A I T
A flexible approach to the variety of tasks undertaken by the team and an ability to manage a number of competing priorities.	E	A I T
Ability to remain calm and productive under pressure.	E	A I T
Pride in producing accurate and well presented work.	E	A I T

Structure chart

