



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Environmental Compliance Officer
(Fixed Term for 12 months)

Grade: SO1

Directorate: Places

Department: Environmental Services

Responsible to: Emily Frikha

Purpose of the Job:

To be a hands-on member of a small team, working alongside external contractors and local residents to ensure the safe, efficient and legally compliant delivery of the Council's environmental services.

The role includes working on site at the Council's Household Waste Recycling Centres (HWRCs) as the Technically Competent Manager, providing supervision to the external contractor to ensure their operations fully meet the conditions of the Environment Agency permits. The role covers all areas of environmental enforcement – from providing education and supporting local residents, to carrying out formal enforcement action.

Main Responsibilities

1. To act as the Council's primary Technically Competent Manager (TCM) and to ensure that the required level of onsite supervision is provided at the Council's two HWRCs.
2. To work alongside the Council's HWRC Management Contractor to ensure that the requirements of the Environment Agency site permits and 'working plans' are complied with.
3. To supervise operations at the two HWRCs and to act as the primary contact for the Environment Agency.
4. To collate the relevant data and complete the Environment Agency returns at the required intervals.
5. To respond promptly to any issues, health and safety risks, or non-compliances identified at the sites, ensuring that they are resolved efficiently and effectively.



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6. To promote recycling and public participation in the Council's specified collection services.
7. To act as the Council's primary lead for Environmental Enforcement (including waste 'Duty of Care' offences, flytipping, littering, dog fouling etc.). This includes education, promotion and communication activities, as well as more formal enforcement, such as the issuing of Fixed Penalty Notices where necessary.
8. To perform any other relevant duties that may be required from time to time by Environmental Services at your initial or present place of work, or at any other of the Council's establishments.
9. To contribute towards and participate in the continuous improvement of the services delivered by the section to ensure that the needs of the community are met. Represent and suitably promote the Environmental Services team and the Places Directorate internally and Rutland County Council externally.
10. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
11. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
5 GCSEs at Grade A-C (or equivalent)	A/D
Relevant WAMITAB Certificate of Technical Competence (or be willing to achieve it within 12 months)	A/D

Desirable	Method of Assessment *
IOSH Managing Safely	A/D
Membership of Chartered Institution of Waste Management	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience within the waste and recycling (or similar) industry.	A/I
Experience of contract management and supervision.	A/I
Experience in customer service and/or administration	A/I

Desirable	Method of Assessment *
Experience of working for a Local Authority	A/I
Knowledge of relevant environmental legislation and enforcement	A/I



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SKILLS

Essential	Method of Assessment *
Good verbal and written communication skills with ability to provide clear and concise information at all levels.	A/I
Ability to engage in difficult conversations and provide feedback/advice/instruction where appropriate	A/I
Proactive with capability to solve problems and find solutions.	A/I
Computer literate, including working knowledge of Outlook, Excel, and Word	A/I
Ability to write concise, accurate reports	A/I
Good organisational and record management skills	A/I
Ability to work unsupervised/alone and as part of a team	A/I
Ability to work to tight deadlines	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team	A/I
Required to work occasional unsocial hours e.g. weekends and evenings as required	A/I
	A/I



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A full driving licence and a willingness and ability to visit other sites as and when required	
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* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

TBC

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
08.04.26	New post	Emily Frikha Principal Operations Manager (Environment Services and Public Protection)