

## JOB DESCRIPTION

<b>Post Title:</b>	Public Protection Assistant	<b>Service / Section:</b>	Regulatory Services
<b>Location:</b>	Coed Pella	<b>Responsible to:</b>	Principal Environmental Health Officer
<b>Grade:</b>	National Living Wage		

### Job Purpose:

To support the team to monitor local businesses and environments to ensure they follow health, safety and environmental rules. This includes assisting with checks, reporting issues and supporting with enforcement tasks under the guidance and supervision of senior staff.

### Duties and Responsibilities - Job Specific

1.	Assist Public Protection Officers in carrying out day to day regulation and enforcement activities.
2.	Participate in campaigns and educational activities aimed at the public and businesses.
3.	Assist with maintaining the public health, checking and inspecting relevant business and housing premises.
4.	Responsible for individual Health and Safety at work, ensuring safe working practices are followed at all times and assist with carrying out risk assessments.
5.	Assist with issuing warnings and notices in accordance with instructions, procedures and relevant legislation to ensure public health.
6.	Assist with responding to enquiries and investigate complaints, <del>taking action or</del> giving advice as appropriate. Where necessary advise on Council policy and procedures giving advice on how to make formal complaints/representations to the Council.
7.	Assist with monitoring alleged illegal activities, ensuring that any information received is directed to the appropriate person/department.
8.	To personally maintain a presentable and professional appearance.
9.	Be responsible for the safekeeping, care and maintenance of equipment issued on a personal basis, including computers, cameras, communication equipment and where applicable Council vehicles.

### Duties and Responsibilities – All Employees

1.	Build good relationships inside and outside the organisation and provide excellent customer service.
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2.	Follow the Authority's Policies and Procedures.
3.	Support the Authority's commitment to Diversity, Equity and Inclusion, ensuring a respectful and supportive work environment.
4.	Undertake other reasonable tasks or duties as requested by your Line Manager.

## PERSON SPECIFICATION

**Please Note:** In order to be shortlisted for this post you **must** demonstrate that you meet **all** the criteria ranked as E - Essential unless it states in the "How Identified" column that it will only be tested at Interview, via a Test or Presentation. Please ensure you tell us in your application how you also meet any Desirable criteria.

Requirements	How Identified	Essential	Desirable
<b>Qualifications and Experience</b>			
Good general standard of literacy and numeracy.	Application Form	E	
No formal qualifications required, however, a keen interest in your placement choice/s is important.	Application Form Interview	E	
<b>Knowledge and Skills</b>			
Able to follow instructions and ask for help when needed.	Application Form Interview	E	
Good communication and listening skills.	Application Form Interview	E	
Understanding of the importance of confidentiality.	Application Form Interview		D
Ability to work with team members and interact with the public in a friendly and courteous manner.	Application Form Interview	E	
Ability to confidently use IT e.g. Outlook, Microsoft Excel, Word.	Application Form Interview	E	
The ability to communicate in English is essential.	Application form Interview	E	
The ability to communicate in Welsh at level 1 for speaking / writing / reading is essential / desirable. <a href="#">Please click here for level guidance.</a>	Application form Interview Test at interview	E	
<b>Personal Qualities</b>			

Positive attitude and open to feedback.	Application Form Interview	E	
Punctual and reliable.	Application Form Interview	E	
Willingness to learn and try new tasks.	Application Form Interview	E	
<b>Other Requirements</b>			
Willing to complete any necessary training.	Application Form Interview	E	
Flexible and able to work in line with the teams work needs.	Application Form Interview	E	
<b>For Trainee Boat Operative position</b> Able to swim unaided and be physically fit enough to pass a ML5 medical and work afloat outdoors. <i>(An ML5 is a domestic medical certificate that seafarers or fishermen need to get to certify they are medically fit to work safely at sea)</i>	Application Form Interview	E	

### **Review Date/Right to Vary**

This Job Description and Person Specification is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your placement.

**Version Control Date:** .....