

Principal Regulatory Services Officer

Salary: Band: 10: £38,295 - £42,503 p.a. (+ 17% Shift enhancement for Out of Hours shift pattern)

37 hours per week

The Service

The Regulatory Services Team is responsible for delivering a wide variety of statutory functions including, pest control services, the assessment of air quality air, port health border controls and sampling, health and safety, food hygiene and standards, animal welfare, communicable diseases, statutory nuisance, environmental health, rogue and fraudulent traders, fair trading, product safety, intellectual property crime, age restricted sales, petroleum, explosive safety, community funerals, the licensing of hackney carriage and private hire operators, vehicles and drivers, the licensing of premises and persons under the Licensing Act 2003 and gambling premises under the Gambling Act 2005.

What is the role?

This role represents the principal "in the field" investigators, regulators and decision makers of the Regulatory Services team. The role includes the regulation of clean air, port health border controls and sampling, health and safety, food safety and standards, animal welfare, communicable diseases, statutory nuisance, environmental permitting, rogue and fraudulent traders, fair trading, product safety, intellectual property crime, age restricted sales, petroleum and explosive safety.

The purpose of the role is to be a senior 4th tier officer responsible the delivery of regulatory actions across the entire range of service functions particularly within trading standards and environmental health.

This role will be based primarily within the Environmental Protection Team dealing with pollution/statutory noise nuisance complaints and issues; also permitting and planning consultations.

An essential part of the role involves working on the Night Noise Service (NNS) which attracts a 17% shift enhancement for working out of hours. The Service runs from Monday-Thursday, operating from 18:00 02:00 and Sunday 18:30-01:30, not including public holidays.

As the senior regulator the role will focus upon legislative compliance supporting Service Leads and the Assistant Director in matters including:

- policy and statutory compliance
- legal proceedings - including prosecutions, civil actions and formal actions
- recruitment choices / disciplinary proceedings / performance management
- IT management / maintenance / development
- budget management / income generation / invoicing
- team development / training
- directly responding to dissatisfied consumers, elected members and FOI requests
- as necessary, the delivery / participation in service rotas / shift work

Who is the person?

The post holders will ideally hold (or be working towards holding) one of the following:

- a degree or the equivalent in environmental health - Environmental Health Registration Board; or The Scottish Food Safety Officers' Registration Board; or
- a trading standards qualification such as Diploma in Consumer Affairs and Trading Standards or Higher Diploma in Consumer Affairs and Trading Standards with food service delivery module; or
- an equivalent legal qualification (law degree) and / or accreditation by the National Crime Agency under parts: 2, 5 & 8 of the Proceeds of Crime Act 2002 together with significant understanding and experience of asset recovery; or
- the graduate entry Diploma in Acoustics and Noise Control or similarly recognised qualification for professional practitioners in acoustics; or
- a degree in environmental science, engineering or construction (or similar equivalent qualification)

Applications will also be considered from candidates working in the Acoustics industry. Depending on circumstances, support may be available with obtaining one of the above qualifications or equivalent.

Additionally, but not essential, as training will be provided where necessary; the post holder will have:

- ideally, a minimum of 5 years relevant regulatory experience
- interpersonal skills to contribute positively to complex team discussions relating to legal process / interpretation and appropriate consistent enforcement
- a business facing propensity whilst deploying business advice / compliance and tackling criminality bringing lawbreakers before the Courts
- a proven track record of enforcement using PACE, CPIA and RIPA demonstrating compliance with the various enforcement codes and knowledge and experience of how to gather admissible evidence
- experience of the judicial system, using the criminal and civil courts
- an understanding of intelligence gathering, the ability to disseminate the reported intelligence and fully understand its importance in a modern regulatory environment
- excellent report writing skills
- an understanding of official control programs
- knowledge and understanding of hazards and risk management techniques
- knowledge and understanding of specialist auditing and quality assurance skills
- an understanding of EU and national legislation
- an understanding the full range of enforcement sanctions and appropriate application of law
- an ability to coordinate consistent delivery of official controls the ability to respond effectively to complaints about the service from dissatisfied customers and enquiries from elected members
- high level of IT literacy
- high standards of communication and presentation skills
- a full driving licence

This role will typically deal with the organisation and delivery of timely reactive and proactive interventions and disposals in accordance with statutory obligations and service needs through the application of best practice advice from government, national institutions and regional expert working groups.

As the service's principal regulators, these officers are tasked delivering compliance (or offering advice in respect to compliance) with the law in the most appropriate manner and in the shortest possible timeframe, ensuring that high regard is given to the entire range of sanctions / best practice and whilst remaining in compliance with the law themselves. This might include, for example, interventions with food businesses, delivering a wide range of licences in respect to animal welfare / public protection, providing free paying expert advice through various regulatory and fee paying services / regimes (such as at the ferry port / providing internal services to Housing, Planning and Licensing and delivering primary authority relationships), tracking and tackling scammers and rogue traders and the investigation of statutory nuisance.

Post holders will need to be able to balance prescriptive proactive regulatory regimes with those relating to reactive responses to complaints / breaches of legislation together with gathering intelligence on and assessing criminal activities or noncompliance through information received from third parties. The success of their actions requires a predisposition to be acutely able to manage (in the broadest possible sense) criminal cases, investigations and heavy workloads, with their combined uncertainties, simultaneously.

These post holders will be expected to have abilities in:

- cultivating strong, healthy work ethics to maximise effectiveness and to assist with a culture of accountability
- carefully considering the impact of their interventions on economic progress and supporting those who are regulated to comply (and grow if business related)
- providing simple and straightforward ways to engage with those they regulate and hear their views
- targeting their efforts where they will be most effective
- sharing information about compliance and risk
- ensuring clear information, guidance and advice is available to help those they regulate meet their responsibilities
- ensuring that their approaches to regulatory activities are transparent
- carefully considering the range of enforcement options available
- working flexibly to deliver compliance interventions when they are required

Additional information:

How to apply: When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience and attach this as a cover letter in the Supporting Documents section. Please also read the How to apply information on the website. This is important, or you are likely not to be shortlisted. **Please do not just submit a CV.**

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.