

Job description



South
Cambridgeshire
District Council

Department: Climate, Waste and Environment	Location: Cambourne
Job title: Scientific Officer	Post number: 0467
Grade: Grade 6	SCP range: 30 - 35
Responsible to: Principal Officer	Responsible for: N/A
VDU habitual user Health Considerations/ Risk/ Surveillance Required:	

Description of duties and responsibilities

To undertake inspections, monitor compliance and provide specialist advice in all legislation, policy, guidance and technical aspects of Air Quality, Land Contamination, Noise, Odour, Lighting.

Key result areas / overview

1. The post holder must be knowledgeable of legislation, policy, guidance, codes of practice, standards etc. relating to a range of legislative areas, keep apprised of technical/scientific knowledge and developments necessary for fulfilling the duties of the post and providing specialist advice within the council as required.
2. The post-holder is required to work closely with the Principal Officer to develop systems, procedures, quality and performance measures for the delivery of functions with the objective of ensuring consistency across the service, and compliance with relevant legislation, codes of practice, approved guidance and corporate policies.



3. The post holder is to exercise judgement and make decisions within the framework of legislation and Council Policy. Matters not covered by existing policy are referred to the Principal Officer for guidance.
4. To remain impartial while attempting to reconcile the expectations of a number of parties, whilst operating within current operational, legal, financial and staffing constraints.
5. The post-holder is to deal with members of the public in a tactful and diplomatic manner.

Key contacts / communication links

Internal - Staff within: Climate, Waste and Environment; contact centre; planning, legal and other Council departments, Members and Portfolio Holders

External - Company representatives; business owners/occupiers and managers; Legal & Court representatives; Environment Agency; Health & Safety Executive; Governmental and Non-governmental organisations, Parish Councils, general public and any others as deemed necessary.

Key responsibilities / specific duties

- To assist the Principal Officer in developing a high performing team to deliver exceptional customer service across the assigned role.
- To work closely with team and management to progress key areas regulation of environmental protection including planning applications.
- Take decisions as to what is the most appropriate enforcement action and proceed with that action including the use of informal letters and notices, statutory notices
- Meet relevant targets and performance standards, relevant to the assigned duties in order to achieve high standards of service delivery.
- Record details of all visits and action taken in accordance with service policy and procedures by manual or electronic means, in particular to maintain all

necessary statutory records. To update and review the accuracy of the Service's database as often as necessary.



- Compile and present Committee Reports as required
- Develop and maintain a good understanding of all functions undertaken by the service
- To work in an internal and external customer related way that promotes innovation and a 'one South Cambridgeshire District Council' approach to customer service delivery. Embed a collaborative, learning approach and flexibility in the use of people and resources to actively develop partnership and commercial opportunities and "new ways of working".
- To represent the service as required at local, and regional meetings and forums, and working groups as directed.

General to all job descriptions

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.



Job Description Last Reviewed: March 2023