

# Public Protection Officer Pollution Control

Temporary Contract - 12 months  
(18.5 hours a week)



\*Mae'r ffurflen yma hefyd ar gael yn Gymraeg

[www.gwynedd.llyw.cymru/jobs](http://www.gwynedd.llyw.cymru/jobs)



# Job Advertisement (Temporary Post)

**Post: Public Protection Officer  
(18.5 hours a week)**  
**Salary: £41,771 - £44,075 (Pro rata)**

Thank you for showing an interest in applying for this post. It offers an opportunity for an enthusiastic, committed, forward looking professional to join Cyngor Gwynedd's Environmental Health Service.

We are looking for someone that will carry out pollution control and public health work. Candidates should hold a Degree BSc (Hons), Master's Degree (MSc) or Diploma in Environmental Health. The individual will be fluent in both Welsh and English.

More details about the post are available in this document, and further information about the benefits of working for the Council are available on our website [www.gwynedd.llyw.cymru/jobs](http://www.gwynedd.llyw.cymru/jobs)

In the meantime, if you would like an informal conversation about any aspect of the post, contact the Environmental Health Manager by e-mailing [Ilygredd@gwynedd.llyw.cymru](mailto:Ilygredd@gwynedd.llyw.cymru) or phone **01766 771000**. We look forward to receiving your application.



# Working for the Council

Thank you for showing an interest in applying for this post with Cyngor Gwynedd.

The Council offers attractive working conditions. As a member of the Council's staff, you will be invited to take advantage of a variety of training opportunities as part of our commitment to your professional development.

Ensuring a healthy work-life balance is very important, and Cyngor Gwynedd offers a number of flexible working opportunities to help staff to strike a suitable balance between home and work life.

You would also benefit from a range of further benefits that are available by working for Cyngor Gwynedd.

More details about the benefits of working for Cyngor Gwynedd are available at [www.gwynedd.llyw.cymru/working-for-us](http://www.gwynedd.llyw.cymru/working-for-us)



# Job Description

## PURPOSE OF THE POST

- Contribute towards the effective implementation of the Council's policies in relation to the protection of the public and legally compliant businesses by promoting a high level of conformance with public protection legislation and best practice standards.
- Contribute towards the implementation of effective public protection projects / strategies
- Ensure that the people of Gwynedd are at the heart of everything we do.

## RESPONSIBILITIES FOR FUNCTIONS (e.g. staff, budgets, equipment)

- Finance – Responsible for money allocated to the officer (either in part or in full) in respect of sampling, traveling or sustinence.
- Equipment – Specialist equipment such as sound level meters , Personal Protective Equipment and equipment used for undertaking the duties of the post.
- Staff – On occasion, general supervision of co-workers.

## MAIN DUTIES

- The enforcement of Environmental Protection, Public Health and Anti-social Behaviour legislation which falls under the Environmental Health Service's remit where the post holder has the appropriate authorisation and qualifications to do so; by inspection, investigation and the provision of advice to business and members of the public.
- Preparing and serving notices, gathering evidence, and drafting reports.
- Disseminate relevant information relating to the work to other members of the Environmental Health Service.
- Establish and maintain working relationships with peers in the Council and other authorities and agencies.
- Responding to planning applications.
- Complete work programmes and specific reviews.
- Lead on educating and offering guidance to service users.
- Respond promptly and appropriately to emergencies.
- Co-ordinate work, subject to risk assessment , under circumstances which may pose a risk to health.
- Represent the Council in courts of law.

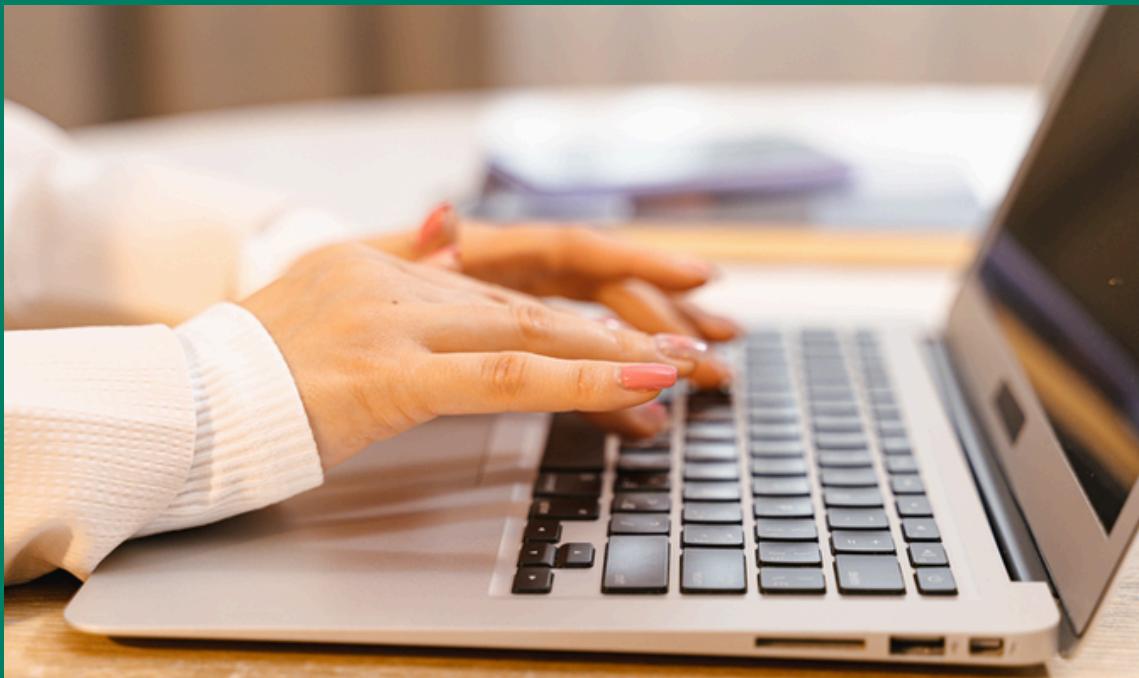
## MAIN DUTIES (continued)

- Supervise staff as required.
- Lead on complex investigations.
- Record work in accordance with adopted arrangements.
- Deputise for other officers as circumstances demand.
- Responsibility for self-development.
- Respond to Public Protection matters which may arise outside of normal office hours as and when required.
- Ensure compliance with Health and Safety in the workplace rules in accordance with the responsibilities noted in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.
- Operate within the Council's policies in relation to equal opportunities and equality.
- Responsible for managing information in accordance with the Council's information management guidelines. Ensure that personal information is treated in accordance with Data Protection legislation.
- Commitment to reducing the Council's carbon emissions in accordance with the Carbon Management Plan, and to encourage others to act positively towards reducing the Council's Carbon Footprint.
- Undertake any other reasonable duty which corresponds to the salary and responsibility level of the job.
- Responsibility to report any worry or suspicion that a child or vulnerable adult is being abused.



## **SPECIAL CIRCUMSTANCES (e.g. the need to work unsociable hours, special working arrangements etc.)**

- On occasion the post holder may be required to undertake work in other Public Protection Services, Trading Standards and / or Licensing.
- The postholder may occasionally be required to work in unpleasant / dirty environments.
- From time to time the post holder will be required to work during antisocial hours.



# Person Specification

## Personal Attributes

### Essential:

- Assertive
- Able to work alone when required
- Able to work as a team member
- Able to work under pressure
- Positive
- Unbiased
- Tactful
- Able to cope with change
- Confident
- Able to work to and achieve targets
- Able to cope with difficult situations
- Flexible attitude towards working hours, location and duties

## Qualifications and Relevant Training

### Essential:

- **Degree BSc (Hons) , Master's Degree (MSc) or Diploma in Environmental Health.**

### Desirable:

- Additional qualifications in the field of Environmental Health such as the Institute of Acoustics Diploma in Acoustics and Noise Control
- Registered with the Environmental Health Officers Registration Board or a Chartered Environmental Health Practitioner.

# Person Specification (continued)

## Relevant Experience

### Essential:

- The ability to achieve targets and meet deadlines.
- Understanding of relevant legislation relating to statutory nuisances, air quality, contaminated land and public health.
- Ability to enforce legislation, gather evidence and manage cases.

### Desirable:

- Experience of proactive work.
- Knowledge of private water supply regulation.

## Skills and Knowledge

### Essential:

- IT skills (e.g. MS Word, Excel)
- Full Driving Licence.
- Good arithmetical and literacy skills.
- Good communication skills, verbal and written in both the medium of welsh and english.
- Ability to produce concise, clear and accurate reports.
- Ability to deal effectively with change and dynamic situations.

### Desirable:

- Specialist IT skills with IDOX (Tascomi) software.



# Language Requirements

## **Listening and Speaking -Advanced**

Able to follow a conversation or discussion through the medium of Welsh and English on a professional level and discuss general everyday topics in the field in order to present information and express opinion. Able to give a pre-prepared presentation and respond to any comments and questions on it in Welsh or English.

## **Reading and Comprehension - Advanced**

Able to understand standard written Welsh and English; both formal and informal. Able to gather information from various sources such as letters, reports, articles through the medium of Welsh and English in order to fulfil the post.

## **Writing - Advanced**

Present written information confidently by letter, more detailed and technical report formats and respond to written requests conveying information, ideas and opinion in Welsh and English. (Assistance is available to check the language).



**Cymraeg**

# Application Process

To apply for the post, go to [www.gwynedd.llyw.cymru/jobs](http://www.gwynedd.llyw.cymru/jobs)

We ask that you review the Job Description and Person Specification and complete your application in accordance with the requirements.

Applications to be submitted by midday on 2 March 2026, with interviews to be held soon afterwards.

If you have any questions about the process, e-mail  
[DesgAdnoddauDynol@gwynedd.llyw.cymru](mailto:DesgAdnoddauDynol@gwynedd.llyw.cymru)

