

## Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

<b>Job title:</b>	Environmental and Regulatory Officer	<b>Location:</b>	Cirencester/ Coleford / Witney.
<b>Department:</b>	Resident Services	<b>Service:</b>	Environmental Protection
<b>Reports to:</b>	Principal Officer	<b>Working Hours:</b>	37
<b>Job group:</b>	Case/Field Worker - Level 2	<b>Peer group no:</b>	PG-14
<b>Business World Post number:</b>	880000993	<b>Direct Reports (if applicable):</b>	N/A
<b>FTE Salary pro rata:</b>	£35,547 - £37,078 per annum	<b>Contract type:</b>	Permanent

<b>Main purpose of this specific role:</b>	To be an officer in Private Water Supplies fulfilling duties under The Private Water Supplies Regulations 2016 as amended, and the Water Industry Act 1991.
<b>Main requirements of this specific role:</b>	To investigate complex pollution problems, representing the service at court and planning hearings and committees. To review and make recommendations on reports and to provide regulatory expertise in the field of Environmental Protection.
<b>Essential qualifications/skills/ experience specific to this role:</b>	<ul style="list-style-type: none"> <li>• A qualification in your area of expertise, equivalent to a degree or relevant experience of 3 years</li> <li>• GCSE Maths and English or equivalent to grade C/4 or higher.</li> <li>• Experience of working in or with Local Government.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders.</li> <li>• Experience of being involved in continuously improving services and developing products to meet customer need.</li> <li>• Ability to remain calm and confident when dealing with challenging customers and environments.</li> <li>• Ability to resolve complex issues by negotiation.</li> <li>• Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes.</li> <li>• Demonstrate commitment and resilience to succeed.</li> <li>• Ability to work independently under pressure and within tight deadlines.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Competent in using a range of technology and software packages, including Microsoft and Google.</li> </ul>
<b>Desirable Requirements, Qualifications, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Membership of a relevant professional body.</li> <li>• Knowledge, understanding or experience of project management.</li> <li>• Knowledge or experience of working in a multidisciplinary environment.</li> <li>• Experience in using Uniform/Idox.</li> </ul>
	<b>Generic Job Profile:</b>
<b>Main Purpose of a role within this job group:</b>	<p>The purpose of this role is to:</p> <p>Play a specialist role in the regulation and management of Private Water Supplies across the partnership, ensuring that they are safe, complaint and supported. This requires specialist expertise in the fields of drinking water regulation, hydrogeology and water chemistry to ensure that you can effectively regulate and accurately support a wide range of residents and businesses.</p> <ul style="list-style-type: none"> <li>• Provide technical expertise, advice and direction to internal and external customers when solving problems or managing risks.</li> <li>• Apply knowledge within a technical area of expertise and manage sensitive, open ended and complex case or project-based work.</li> </ul>

**Key Responsibilities of a role within this job group:**

- Ensure we meet our statutory requirements under the Private Water Supplies Regulations 2016, Water Industry Act 1991 and relevant UK/EU drinking water standards.
- Prepare formal reports, notices to restrict or prohibit supplies and evidence packs when regulatory breaches occur.
- To meet deadlines to carry out risk assessments and monitoring over a rolling period.
- Planning and prioritising workloads in order to meet agreed short-term objectives.
- Working in a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard.
- Maintain an understanding of appropriate legislation, policy, procedure, business requirements and guidelines.
- Consult with technical colleagues as required.
- Maintain statutory records, support in preparing annual quality reports and data submissions.
- Maintain a detailed understanding of appropriate legislation, policy, procedure and guidelines and make informed assessments, advise stakeholders and take action.
- Play an integral role in service improvement and innovation.
- Support in responsible work area dealing with junior officer's questions etc.
- Mentoring and training colleagues.
- Carry out duties with discretion, integrity and maintain confidentiality.
- Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes.
- Ensure that issues and problems are effectively mitigated and solutions developed which meet customer needs.
- Understand and demonstrate commitment in delivering the key performance indicators within the function.
- Working in partnership with others including other departments and associations including the UKHSA and DWI
- Undertake any other duties as reasonably required to do so.

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<b>General Accountabilities:</b>	<ul style="list-style-type: none"><li>• The post holder is responsible for maintaining a safe working environment and ensuring, as is reasonably practicable, that safe working practices are adopted by employees within this work environment</li><li>• Work in compliance with the Codes of Conduct, Regulations and policies of Publica</li><li>• To support the response to a major incident, including taking up a designated role within the emergency management framework</li></ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"><li>• There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business</li><li>• You will be expected to work reasonable additional hours in line with the needs of the service</li><li>• Full UK Driving License</li><li>• Ability to travel/ access to a vehicle for work purposes</li></ul>
<b>Date reviewed:</b>	29/04/2026
<b>Reviewed by:</b>	Phil measures
<b>Manager job title:</b>	Service Leader
<b>Date of issue:</b>	19/05/2026
<b>Checked HRBP:</b>	Siobhan Padfield