

### **Job Description**

<b>Post title</b>	Environmental Health Officer	<b>Grade</b>	5
<b>Department</b>	Environmental Health	<b>Post ref</b>	CE06

#### **Overall job purpose**

To undertake the full range of environmental health duties carried out by the Food, Health and Safety team. This will be delivered through a planned programme of inspection and response to service requests to ensure that issues are identified, investigated and resolved in compliance with required standards and statutory legislation

#### **Reporting relationships**

**Reports to:** Food, Health and Safety Team Leader

**Responsible for:** Not Applicable

#### **Key tasks and responsibilities – post specific**

Implementation of all the recognised statutory duties of an Environmental Health Officer connected with:

- Public Health including the abatement of nuisances, pest control, control of infectious diseases, drainage and sewerage standards, swimming baths and drinking water quality.
- Pollution – measurement and control of air pollution from industrial and domestic sources. The inspection of processes as required. The measurement and control of neighbourhood noise and the assessment of the likely environmental impact of planning and licensing proposals.
- Occupational Health and Safety including enforcement and the investigation of accidents and giving of preventative advice.
- Food Control including food hygiene and the administration of food legislation.
- Caravan Sites – licensing and enforcement conditions.
- Enforcement of legislation relating to itinerants and travellers.
- Enforcement of Health Act 2006.
- Assessing premises licensing applications.
- Animal Health and Welfare as applied to zoos, dangerous wild animals, boarding establishments, riding establishments, dog breeding establishments, pet shops.

Supervision of work of the Food, Health and Safety Technical Officer and Environmental Health Support Officers work as required to ensure an effective service.

#### **Key tasks and responsibilities – corporate**

Operate according to the Council's corporate values and codes of behaviour.

Ensure that at all times all Health & Safety legislative requirements are met; that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities are effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including code of conduct, financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and support the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

**Employee signature**

*This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties many be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.*

<b>Employee signature:</b>		<b>Date:</b>	
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## Person Specification

<b>Competencies</b>	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
<b>Competency framework relevant to the post:</b>	<b>Employee Assessment</b>
Communication	Application Form / Interview
Team Working	Application Form / Interview
Delivering value for money and quality services	Application Form / Interview

<b>Skills</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Able to provide good customer service	Essential	Application Form / Interview
Able to efficiently manage time and meet deadlines	Essential	Application Form / Interview
Able to prioritise workload using a risk based approach	Essential	Application Form / Interview
Good interpersonal skills (oral and written) and able to communicate at all levels	Essential	Application Form / Interview

<b>Knowledge</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Environmental Health legislation and practices	Essential	Application Form / Interview
Computer literate and capable of operating I.T and other systems within the department.	Essential	Application Form / Interview

<b>Experience</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
Experience in the full range of Environmental Health duties	Essential	Application Form / Interview
Experience of dealing with businesses and the public	Essential	Application Form / Interview
Experience of delivering food hygiene training	Desirable	Application Form / Interview
Experience of assessing noise and odour problems	Desirable	Application Form / Interview
Experience of assisting with Licensing inspection	Desirable	Application Form / Interview
Experience of delivering food hygiene and health and safety inspection programmes	Desirable	Application Form / Interview
Experience of working flexibly including unsocial hours to meet the demands of the service	Desirable	Application Form / Interview
Experience of working in local government	Desirable	Application Form / Interview

<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
BSc Environmental Health degree approved by the Chartered Institute of Environmental Health (CIEH).	Essential	Application Form / Document
Current EHORB Registration plus willingness to secure corporate membership through the Assessment of Professional Competence route, as part of individual development.	Essential	Application Form / Document
Membership of Chartered Institute of Environmental Health.	Desirable	Application Form / Document
Post graduate qualification in an Environmental Health area of work.	Desirable	Application Form / Document

#### **Additional information / other requirements of the post**

- The post holder is eligible for casual car user allowance.
- The post involves driving and the post holder will be required to undertake relevant DVLA licence checks.
- The employee will be required to work out of normal working hours / attend evening meetings / work weekends and / or bank holidays as part of their role.

#### **Date produced / last amended**

February 2020

#### **Equality Act 2010**

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.