

## Job Description and Person Specification

**Post Title:** Senior/Environmental Health Officer

**Reports to:** Environmental Health Manager

**Scale:** Environmental Health Officer (Scale 5)

Senior Environmental Health Officer (Scale 6)

**Politically Restricted:** No

### Overall Purpose

- To advise, give guidance, undertake inspections/investigations and associated enforcement actions (where necessary these may be complex and in depth) on Environmental Health matters relating to businesses and members of the public. This will be in relation to:  
food safety, health and safety, infectious disease control, sampling, statutory nuisance, private sector housing enforcement, empty homes, caravan sites, public health and enviro-crime.
- To provide accurate information to the public, colleagues and partners on environmental health matters.
- To promote a customer focused approach and engaging with transformation of services.

### Key Roles, Tasks and Responsibilities

1. To act as lead officer for work streams where necessary and appropriate.
2. To maintain a knowledge of relevant legislation, technology and information systems.
3. To be responsible for carrying out inspections, monitoring, taking measurements & investigations in respect of the work areas listed above. Where necessary these may be complex and in-depth and involve other enforcement interventions in order to secure compliance with legislative requirements.
4. To prepare and serve notices, and provide further evidence in support of legal proceedings.
5. To be responsible for ensuring that records (including electronic records and databases) are up to date and registers are satisfactorily maintained and to assist with the provision of data for statutory returns.
6. To prepare reports (detailed and complex) as required.
7. To be responsible for the examination of planning applications and local land change search enquiries for compliance with relevant legislation.
8. Ensure communication with businesses and members of the public meet the highest standards to deliver a consistent and high level of customer satisfaction.
9. Contribute to the service by training and providing advice and guidance to less experienced colleagues.

10. Prepare, implement and evaluate promotional / educational programmes, visits, presentations and exhibitions in relation to environmental health.
11. The postholder will be required to undertake some inspections, investigations or attend meetings outside of normal working hours. There will be a requirement to undergo designated training sessions as necessary, which may be at other establishments.
12. To work in partnership with other agencies to develop and deliver efficiencies and service improvements.
13. To be flexible in approach to the work of the Environmental Health Team, undertake any other duties as may be deemed necessary and where appropriate or when directed to do so by the Environmental Health Manager or Group Manager.
14. All officers are expected to contribute and work towards the on-going policies on Community Development, Best Value, Environmental Issues, Crime and Disorder and Equal Opportunities.

### **Senior Environmental Health Officer – Additional Responsibilities (Scale 6)**

15. To anticipate, be aware and keep abreast of all changes (or proposed changes) in legislation and to advise the Council / Environmental Health team accordingly, and incorporate in written procedures as necessary.
16. To be responsible for taking the operational lead on complex and/or sensitive projects, working on the post holder's own initiative.
17. To act as a mentor to less experienced officers and identify work which will enhance their development.
18. Demonstrate a proactive approach when working towards achieving individual and team targets and understand how these fit into the Council's objectives.
19. In circumstances where formal enforcement action is necessary, the post holder should have the ability to take decisive action and carry through with it to achieve compliance.
20. Demonstrate a strong customer care approach in all aspects of work, modelling best practice for less experienced colleagues.

### **Post Characteristics**

**Allowances:** solo protect lone working device, mobile phone and laptop provided, essential car user, one paid professional subscription (CIEH)

**On call/emergency situations:** no formal on call arrangements but may be required to deal with emergencies

**Security/safeguarding checks:** DBS Enhanced

## Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

## Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

## Person Specification

### Knowledge

#### Essential:

Scale 5:

- Up to date knowledge of Environmental Health legislation and guidance of Environmental Health priority areas (3,4\*)
- Specific knowledge in the area of work being undertaken (3,4\*)
- Conversant in technical, legislative and procedural aspects of the post (3,4\*)

Scale 6:

As above and:

- Current detailed specialist knowledge of relevant EH subject and high-risk processes relevant to that area of work (3,4\*)

#### Desirable:

Scale 5 & 6:

Knowledge of health promotion issues (3,4\*)

## Experience

### Essential:

#### Scale 5:

- Be able to demonstrate an interest and understanding of relevant social issues, legislation and priority areas (3,4\*)
- Operational experience of Environmental Health (3,4\*)
- Previous experience in customer environment (3,4\*)

#### Scale 6:

Requires a demonstration of satisfactory continued professional development and practical operational experience. In particular the following must be achieved:

- Post graduate qualification in related subject e.g. Food Safety, Management & Leadership, Acoustics or has achieved Chartered Status with the CIEH and 2 years experience (3,4,5\*)

or

- 3 + year experience with proven competence of high-risk processes / inspection and achievement of targets in a relevant work area (3,4\*)
- Satisfy criteria of Food Law Code of Practice (England) to inspect complex processes, approved premises and issue Hygiene Emergency Prohibition Notices (if relevant to work area) (3,4\*)
- Experience of serving legal notices, undertaking formal legal processes such as prosecutions (3,4\*)

### Desirable:

#### Scale 5:

- Experience of working in Local Government & other Gov. Health organisations (3,4\*)
- Experience of serving legal notices, undertaking prosecutions / other legal actions (3,4\*)

## Skills/Abilities

### Essential:

#### Scale 5:

- Excellent verbal and written communication (2,3,4\*)
- Able to prioritise own workload and work under pressure (2,3,4\*)
- Able to work as part of a team and support less experience colleagues (3,4\*)

- Able to maintain accurate records (3,4\*)
- Analyse and interpret technical data (3,4\*)
- Persuasive and diplomatic (4\*)
- IT skills to accurately input data (3,4\*)
- Work on own initiative and manage conflicting priorities (3,4\*)
- Excellent time management skills and work to deadlines (3,4\*)

Scale 6:

As above and:

- Able to manage projects (3,4\*)
- Demonstrate a strong customer care approach in all aspects of work (3,4\*)

**Desirable:**

### **Qualifications/Training**

**Essential:**

Scale 5:

- BSc in Environmental Health (or equivalent) / registered with the CIEH as an Environmental Health Practitioner (3,4,5\*)

Scale 6:

As above and:

- Demonstrate satisfactory continued professional development in relation to relevant work area (3,4,5\*)

**Desirable:**

### **Other**

**Essential:**

Scale 5 & 6:

- Flexibility to carry out evening and weekend inspections and visits as required (4\*)
- Management of lone working (4\*)
- Full current valid UK driving licence and a car available for work at all times which is insured for business use (5\*)

**Desirable:**

Method of assessment\*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

**Job Description and Person Specification details:**

Reviewed by: Environmental Health Manager

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