

**Job summary**

**Role title:** **Environmental Health Apprentice**

**Department: Environmental Health**

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**General description of role**

The role requires the postholder to study for a degree in Environmental Health with the University of Middlesex, while also working as an apprentice officer covering all aspects of environmental health practice. This is a 4-year degree programme and upon successful completion, would give the opportunity to gain professional status as an Environmental Health Practitioner.

**Top ten duties / responsibilities of role**

1. Successfully obtain a place on the University of Middlesex BSc (Honours) Environmental Health Apprenticeship degree course commencing September 2025. Undertake the programme of study over the full 4 years of the degree, which is delivered via a mix of taught and independent learning.
2. On days where there are not taught classes at the University, undertake work in the Environmental Health team, building on the taught knowledge of the degree to develop the practical skills of an Environmental Health Practitioner. This will cover all aspects of environmental health.
3. Assist and support other members of the Environmental Health team to deliver services including food safety, health and safety at work, public health, housing and pollution, dependant on relevant stage of knowledge and experience and subject to service requirements.
4. Assist officers with and progress to undertake independently, proactive inspections, compliance visits, investigations, surveys, sampling and interventions in commercial and domestic premises and the wider environment, as directed by other officers.
5. As knowledge and competence develops, undertake a case load of reactive work, including responding to and investigating complaints, as well as proactive project work and educational activities where required. In all cases, respond within corporate timescales, keep relevant parties informed and maintain up to date case records.
6. Analyse and interpret data and information and implement decisions on a broad range of activities across the service area, as directed by other officers.
7. As knowledge and competence develops, communicate with residents and businesses to advise them on the relevant legal provisions and best practice recommendations for environmental health issues, using a variety of methods including face-to-face, via telephone, e-mail and in writing.
8. As knowledge and competence develops, liaise with other Council services such as Planning, Legal and Licensing to achieve compliance and improved outcomes for businesses and residents.
9. Support officers to carry out enforcement duties including collation and collection of evidence, preparing reports, drafting formal notices, and preparing cases for prosecution in the Magistrates’ Court and attending court as a witness in line with our enforcement policy.
10. Work outside normal office hours, when necessary, for the effective performance of duties. This will include independent study and completion of all course and assessed work, as required for the degree programme.

**Person Specification**

**Role title: Environmental Health Apprentice**

**Department: Environmental Health**

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| **Qualifications\*** | **Essential / Desirable** | **Assessment by A / I / T**  **(Application/Interview/Testing)** |
| Grade 4/C or above in English and Maths GCSE (or other Level 2 equivalent). | Essential | Application |
| 90 UCAS points (typically at least grades CCC at A-Level or Level 3 equivalent) with a minimum of one science or technology-based subject i.e. Chemistry, Biology, Human Biology, Physics, Geography, Geology, Environmental Science, Nutrition, Food Science or similar. | Essential | Application |
| Relevant or prior experiential learning may also be considered as an alternative but would be subject to agreement with the University. | Desirable | Application |
| \*Admission onto the apprenticeship degree programme is an integral part of this post, so qualifications must be suitable to gain admission to this programme of study. This will be subject to confirmation with the University and may initially take the form of a Conditional Offer of the place and the post, subject to achievement of satisfactory exam results e.g. if sitting A-Levels this summer. | | |
| **Experience and achievements** |  | |
| Knowledge of the nature and scope of environmental health work. | Desirable | Application and Interview |
| Experience of carrying out inspections, investigations or dealing with complaints. | Desirable | Application and Interview |
| Local government or regulatory experience. | Desirable | Application and Interview |
| Knowledge of the regulatory framework relevant to environmental health practice. | Desirable | Application and Interview |
| **Role required competencies and behaviours** |  | |
| Excellent communication skills (verbal, written and presentation skills). | Essential | Application and Interview |
| Collaborative approach, capable of influencing and being assertive in appropriate situations. | Essential | Application and Interview |
| Self-motivated with effective time management skills and ability to meet deadlines, including the ability to prioritise and work methodically and accurately. | Essential | Application and Interview |
| Ability to produce clear, concise reports. | Essential | Application and Interview |
| Investigative and analytical approach. | Essential | Application and Interview |
| IT literate (Word, Excel, PowerPoint, databases). | Essential | Application and Interview |
| Ability to travel to sites around the borough to attend appointments. This would normally involve use of a Council pool car or your own vehicle and holding a driving licence valid to drive in the UK. | Essential | Application and Interview |

**Great People at Reigate & Banstead**

Our great working environment and the values and behaviours of every

individual and team in the Council, help to evolve the culture of our organisation

to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share

the values and behaviours we seek in our organisation.

**Our Vision**

Working together to make a great place to live, work and enjoy.

**Our Values**

Making a difference, doing the right thing, being bold and confident.

**Our Behaviours**

We should demonstrate our values by being positive, supportive, flexible, and innovative.

**Positive: I maintain a “can do” attitude and a smile**

Create an encouraging and optimistic environment and bring others with me

Approach others in a pleasant, happy and upbeat manner

Maintain enthusiasm in difficult times

Demonstrate commitment to my own service and to the Council

Demonstrate an "I care" attitude

**Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop**

Understand the council’s priorities and work towards a common goal

Work across boundaries to develop relationships, share information and keep others informed

Listen to the views of others allowing the best way forward to be found

Communicate in a courteous and respectful manner

Behave in ways that promote the fair and equal treatment of all

**Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches**

Accept that change is an integral part of working at Reigate & Banstead

Demonstrate an open mind to new ideas and proposals

Display a willingness to do things differently

View change in working practices as an opportunity for improving and developing

Adopt a flexible approach to meet the team’s requirements

**Innovative: I work to develop new ideas and workable solutions to drive the Council forward**

Question currently accepted ways of doing things

Implement good ideas, learn from others, both internally and externally

Identify novel ways of resolving issues using own initiative

Suggest and trying out new approaches

Challenge the status quo in a constructive way

**Summary of employment package**

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| **Place of work** | The role will be primarily based at **Town Hall, Reigate, with the option of some Home Working.** We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement. |
| **Salary** | Graded **APPRENTICE,** the salary will be in the region of **£23,652.12** per annum. Cost of living awards are reviewed annually on 1April. Incremental progression and bonuses may be payable in line with the appraisal scheme. |
| **Duration of contract** | The contract will be offered on a fixed term basis for four years until September 2029**.** |
| **Probationary period** | Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period. |
| **Hours of work** | Hours of work are nominally 36 per week. |
| **Employment Benefits** | |
| **Flexible working hours** | Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.  Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time. |
| **Annual leave** | The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.  Annual leave must be taken on the Council’s discretionary day off around Christmas and New Year period. |
| **Pension** | You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.  You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.  Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: <http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates> |
| **Training and development** | The Council actively encourages continued professional development and talent development.  Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages. |
| **Professional subscriptions** | If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year, your manager will approve your claim as applicable. |
| **Car parking / Travel loan scheme** | You can request a car parking permit to park at the Town Hall.  The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass. |
| **Cycle purchase scheme** | The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work. |
| **Employee discounts** | All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.  Full annual discounted membership is available for the ‘Better’ run leisure centres at Tadworth, Donyngs and Horley. |

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| **Other Conditions** | |
| **Pre-employment checks** | Appointments are offered subject to several pre-employment checks to comply with the Home Office’s Baseline Personnel Security Standards (BPSS):   * at least two satisfactory references * eligibility to work within the UK, and proof of your identity * evidence of relevant qualifications |
| **Paid work with another employer** | If you are appointed, your contract with the Council should normally be classed as your main employment.  You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive. |
| **Disclaimer** | Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly. |