

# Job Description

## Position Details

<b>Position:</b>	Environmental Health Graduate Technician
<b>Directorate:</b>	Neighbourhoods and Environment
<b>Service:</b>	Public Protection Service – Environmental Health
<b>Position no:</b>	BG17618
<b>Grade:</b>	7
<b>Hours of work:</b>	37
<b>Work style:</b>	Agile Worker
<b>DBS required:</b>	None
<b>Contact:</b>	Lisa Griffin, <a href="mailto:lisa.griffin@blaenau-gwent.gov.uk">lisa.griffin@blaenau-gwent.gov.uk</a>
<b>Date:</b>	17.06.25

**Politically Restricted?** ☐ Yes\* ☒ No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

### Reporting to:

Team Manager Commercial Services

### Responsible for:

Having completed a degree in environmental health work in rotation across different Environmental Health teams, cover of all aspects of environmental health work. This will include food safety; health and safety; communicable disease control; domestic public health; pollution control; private sector housing and licensing; to gain the full breadth of experience necessary complete the CIEH Environmental Health Practitioner Portfolio and Professional Discussion while supporting the delivery of Council's Public Protection Service.

Working under the supervision of qualified environmental health professionals you will develop the necessary skills and competencies to enable progression towards managing your own caseload, while pursuing further professional training and development, to achieve full professional qualification and status.

## Principal Accountabilities

1. Under the direction of professional officers, assist in conducting inspections and other visits, sampling activities and investigations.
2. Investigate complaints and respond to wider service requests, discussing findings and agreeing follow-up actions with qualified officers.
3. Provide advice to businesses, and others, on steps required to comply with legal obligations and associated guidance.

4. Plan own workload to ensure the key elements of training and development are covered in accordance of any required timelines and work efficiently to ensure that service expectations are met.
5. Interpret and apply legislation having regard to relevant case law, statutory and other guidance and identify the most appropriate course of action having regard to relevant enforcement policies.
6. Prepare and issue comprehensive and detailed letters and reports, to accurately reflect the requirements of applicable legislation and guidance, under the guidance and supervision of professional officers.
7. Assist officers conducting formal investigations in accordance with required investigatory requirements (PACE, CPIA, RIPA etc.) and practice, securing and ensuring the continuity of evidence, obtaining witness statements, and supporting officers in undertaking interviews under caution and preparing files of evidence for consideration for prosecution (and simple caution). Where prosecutions are agreed to attend court and give evidence as a witness of fact.
8. Maintain clear, factual and relevant records, and update relevant databases, as appropriate, completing these in a timely manner.
9. Work closely with qualified environmental health professionals and others to develop a sound understanding of public protection processes, and the application of environmental health legislation and guidance, policy and practice.
10. Liaise and communicate with an array of individuals internally and externally, including members of the public and businesses and other organisations, advising on the management of risks and on complying with relevant legislation and guidance.
11. Work in conjunction with other regulators, including local authorities, Food Standards Agency (Wales), food examiners and public analysts, and Consultants in Communicable Disease Control/Consultants in Health Protection when appropriate.
12. To maintain accurate and comprehensive records in relation to all interventions, investigations, enforcement action or any other actions undertaken as part of the role and to ensure that all records are updated in a timely fashion and without unreasonable delay.
13. To adhere to all Corporate Policies or Procedures that are relevant to the role.

#### **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.

6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

# Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
<b>Qualifications</b>		
BSc in Environmental Health or equivalent qualification recognised by the Chartered Institute of Environmental Health.	E	A
Commitment to undertaking related professional study to achieve professional status as Registered Environmental Health Practitioner with the Chartered Institute of Environmental Health.	E	A I PP
<b>Experience</b>		
N/A		
<b>Knowledge / Skills</b>		
Commitment to working towards completion of the EHP Portfolio. Graduates seeking to specialise in food law enforcement exclusively, may be given the opportunity of completing the Food Safety Practitioner portfolio pursuant to achieving the professional status as Registered Food Safety Practitioner as an alternative.	E	A I PP
Able to demonstrate an aptitude in investigative techniques and willingness to gain further experience in this area.	E	I PP
Evidence of a positive attitude to customer care, including an ability to communicate clearly and deal tactfully with all customers, relaying more technical details in an easily understandable manner.	E	I PP
IT literate, particularly in the use of Microsoft Office applications.	E	A I PP
Working knowledge of CIVICA APP system.	D	A I
<b>Personal Attributes</b>		
Effective and confident written and oral communication skills.	E	A I
Ability to meet deadlines and work under pressure.	E	A I
A self-starter with ability to self-motivate and work on own initiative.	E	A I
Good presentation skills.	D	I
<b>Special Working Conditions / Requirements</b>		
Be available to work outside normal working hours.	E	A I PP
The post carries an Basic Car User Allowance and therefore you should possess a full driving licence and have access to a vehicle for work purposes.	E	A I PP

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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