

Role Profile

Job title	Environmental Health Officer
Role Family	Environmental Health & Licensing
Grade	Grade G
Reports to	Environmental Health & Licensing Manager
Politically restricted post	No
DBS requirement	Yes - Basic

Team Summary
<p>The team provides:</p> <ul style="list-style-type: none"> • Delivery of statutory food safety functions. • Delivery of statutory health and safety in the workplace functions. • Registration and inspection of tattooists and other skin piercers. • Zoo licensing. • Investigation of notifiable diseases in partnership with Public Health England. • Local monitoring for invasive mosquitoes in partnership with Public Health England.
Role Purpose
<ul style="list-style-type: none"> • To carry out the Environmental Health team's work to protect and enhance public health and the environment as required by statute and the policies of Central Government and the Council. • To take appropriate enforcement action as required within the authorisations delegated to the post holder. • To develop and maintain a particular expertise in the areas of Food Safety and Health and Safety in the workplace. • To investigate notifiable infectious diseases. • To provide advice and guidance to other members of the Environmental Health team and wider Council on matters relating to Food Safety and Health and Safety. • To provide advice and guidance to commercial premises about meeting their statutory obligations and developing best practice. • To contribute to relevant Food Safety and Health and Safety policy development for the Council, including the development and delivery of any statutory plans.
Key Tasks and Responsibilities
<ul style="list-style-type: none"> • Carry out inspections/surveys etc. particularly in relation to: <ul style="list-style-type: none"> ○ Food Safety and Hygiene including but not limited to fishing vessels and inspection of approved food premises and complaint and food poisoning investigations ○ Health and Safety in the workplace ○ Skin piercing activities including registration and inspection ○ Zoo licensing ○ Port Health and Imported Food Control ○ Infectious Disease Control • Enforcement for non-compliance in accordance with relevant legislation, codes of practice, policies and procedures including but not limited to drafting letters and reports, gathering and collating evidence, taking any necessary enforcement action including drafting and serving statutory notices taking statements, carrying out PACE interviews, emergency prohibition procedures, enforcing formal closure, taking formal samples, preparing prosecution files, attending informal hearings, tribunals and court as required, obtaining warrants to enter premises and liaising with Legal Services.

- To investigate food safety and health and safety complaints including RIDDOR notifications and to take any necessary enforcement action.
- Provide advice and guidance to businesses, land owners and other customers about their obligations in relation to Environmental Health matters, both in relation to statutory responsibilities and best practice.
- Take appropriate enforcement action as required in accordance with legislation and the authorities delegated to the post holder.
- Respond to complaints, queries, and requests for advice from a variety of sources related to the team's activities.
- To develop and maintain a particular expertise in an area of the team's work, as required and take a lead for the team on relevant policy development for the Council.
- Provide day to day advice and guidance to other officers within the team and the wider council in relation to the post holder's areas of expertise and specialism's.
- Give advice about appropriate training in relation to the areas of professional expertise and specialism's of the post holder and support the Environmental Health and Licensing Manager to organise such training. Maintain competences and CPD required to undertake food safety, health and safety and infectious disease control work.
- Attend meetings with Councillors, Officers, other professions/organisations and the public etc. as required or directed.
- Provide reports to the Director – Housing & Operations and Chief Officer – Regulatory & Community Services, Environmental Health and Licensing Manager, Committee meetings etc. as required or directed.
- Assist the Environmental Health and Licensing Manager to set and maintain appropriate standards of professional performance and conduct and safe working practices.

Corporate Expectations

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.
- To contribute ideas on improvements in service delivery.

Qualifications

Essential

- BSc (Hons) Environmental Health or Higher Certificate in Food Control (or equivalent) and registration with the Environmental Health Registration Board (EHRB) and/or the Chartered Institute of Environmental Health Professional Registers.
- A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths.

Desirable

- Recognised Health and Safety qualification (e.g. NEBOSH or IoSH)
- Attendance at recognised and relevant courses such as HACCP, Approved Premises, Lead Auditor, Imported Food etc.

Knowledge, Skills & Experience
<p>Essential</p> <ul style="list-style-type: none"> • Demonstrable knowledge, experience and expertise in relation to Food Safety, Health and Safety and infectious disease control legislation and best practice. • Relevant experience of Food Safety, Health and Safety and public health enforcement. • Experience of operating MS Office systems such as Microsoft Word, Excel and Outlook.
<p>Desirable</p> <ul style="list-style-type: none"> • Court and prosecution experience • Relevant experience of local authority Information Management Systems.
<p>Essential</p> <ul style="list-style-type: none"> • The written and oral communication skills required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums. • Strong interpersonal skills and ability to convey and receive information accurately with tact and diplomacy. • Ability to work as part of a team and on own initiative with minimum supervision. • Flexible, adaptable and receptive to new initiatives and improvement changes. • The ability to seek out best practice from within the Council and outside whilst learning from mistakes and using complaints positively. • Ability to organise and prioritise work effectively in order to meet deadlines and maintain high quality of services at all times. • Excellent customer service skills and the ability to offer customers an effective, efficient and consistent service. • Ability to relate effectively with people and to integrate Equal Opportunities and Diversity policies into daily working practices. • Ability to travel within the district in an effective and efficient manner.