

 St Albans City & District Council	Job Description and Person Specification	
Job Title	ASSISTANT ENVIRONMENTAL HEALTH PRACTITIONER	
Post Number	P2410	JE Ref: GT
Grade	Grade 6	
Other Payments	Essential User Car Allowance; Appropriate professional fees	
Job Family	Technical & Professional Service	
Service	Community & Place Delivery	
Progression	Progression through the grade is dependent on performance against delivery targets, value and behaviours	
Hours per week	Part-time (21 hours).	
Accountable to	Environmental Health Manager for Food, Health and Safety Team	
Date created/ reviewed	August 2025	

**JOB DESCRIPTION FOR ASSISTANT ENVIRONMENTAL HEALTH PRACTITIONER
(FOOD, HEALTH AND SAFETY TEAM)**

Job Purpose

To contribute to the work of the specialists' team to ensure compliance with the Council's enforcement policies, protocols and the statutory requirements of the various government agencies, in particular working with relevant stakeholders to maintain and improve the quality of the environment determinants of health and the health, safety and wellbeing of residents and visitors to the district.

The role would be limited in terms of Food Hygiene interventions which are allowed to be undertaken under Food Law Code of Practice until full registration with Chartered Institute of Environmental Health (EHORB) is achieved. However, the postholder would address the renewed emphasis from FSA on bringing registered childminders on statutory food inspections programme and Health and Safety enforcement work including initiating and leading Health and Safety projects, interventions and activities.

Accountabilities

1. Manage an individual and varied case load of lower risk rated food premises and where applicable to use the current database software system to prioritise visits; inspections and cases to ensure that performance targets are met. The postholder will have access to support and guidance from senior colleagues.
2. Undertake and execute in a consistent, proportionate, and transparent manner, a caseload of proactive and reactive complaint handling and enforcement work to meet statutory and service requirements. This will be done under supervision.

3. Investigate and assess Health and Safety accidents, complaints, notifications, breaches of conditions etc in a timely fashion and recommend a subsequent course of action to the Environmental Health Manager and colleagues within Food, Health and Safety Team.
4. Undertake advisory visits as requested by the by businesses and the service demands; also work in partnerships with any external agencies including the council's contractors, to help achieve statutory and service requirements.
5. Collaborate with colleagues by cascading information relating to best practice, through regional specialist groups to ensure consistency, fairness and transparency in the delivery of relevant services.
6. Provide expert advice to colleagues and internal departments on specialist areas of work-Health and Safety enforcement to ensure compliance with regulatory standards and guidelines and to ensure that risks and outcomes of actions by other departments have been properly addressed.
7. Determine any incoming commercial services applications, RIDDOR and other H&S notifications ensuring these are dealt within agreed timelines.
8. Attend and present evidence on specialist area of work at court or similar formal hearings or meetings, to enable informed and proportionate decisions to be reached.
9. Prepare and collate reports relating to specialist area of work – Health and Safety enforcement and advisory services, in order that decision making on any statutory service; paid for service or contract related matter may be discharged.

Demands

Physical demands:

Operational work requires the post holder to carry inspections and site visits during and out of hours work times. These are generally strenuous, due to the nature of the businesses and environments encountered, for example the post holder would be expected to stand or walk about for a minimum of two to three hours for an inspection or businesses' visit.

Operational work also requires the post holder to spend time in a bending and crouching position, to investigate and inspect difficult to access areas, for example ceiling voids and ductwork, beneath pieces of industrial and catering plant. The post holder would be expected to encounter this physical demand routinely as part of their day to day operational case load.

Carrying work equipment, laptops, tablets, in the above mentioned workplaces, as part of their daily enforcement activities-daily,

To drive a car to access areas around the district and to attend meetings, to be able to carry and transport heavy equipment eg sampling box, and other surveillance equipment (daily basis) etc,

Ability to use efficiently a keyboard and mouse, tablets and other appliances to facilitate home and remote working.

Mental demands:

The post holder will be expected to manage an individual caseload and be able to prioritise their caseload according to the demands of a service which is both reactive

and proactive. Such tasks would include the research and preparation required to write complex technical/legal reports. This will place a significant demand upon the post holder's ability to concentrate, due to the level of distractions from colleagues, telephone calls, and request for information generally. This demand would be expected to be experienced on a daily basis.

The post holder will be expected to undertake and also assess the evidential quality and robustness of legal paperwork relating to either their own enforcement action. The ability and requirement to concentrate is made all the more essential due to the nature of the work. Enforcement decisions impact directly upon people's lives and businesses, and mistakes may cost the council its reputation.

Site visits are conducted in environments which are deemed to carry out high risk and potentially hazardous activities, for example hot kitchens, constructions sites, warehouses using fork lift trucks, distribution depots utilising heavy traffic management schemes. The post holder would be expected to use their visual and auditory senses to exercise an individual duty of care, during these visits. Such visits would be undertaken at least once to twice a week.

Emotional demands:

The post holder may be responsible for leading investigations/responses where parts of the community or families are adversely affected. For example; a contamination incident or losses of water supply during out of hours, would affect a significant part of the community and demand a calm and professional assessment in the middle of a complex and stressful situation. A work place fatality or infectious disease affecting the elderly, ill, or young, would require the post holder to be calm and professional whilst dealing with people who are suffering from bereavement or worry, and are demanding action taken that may not be appropriate. Dealing with this type of demand requires a high level of skill and emotional intelligence and sensitivity. This type of work would probably be carried out approximately once every two months.

To effectively manage conflict in high risk situations with sensitivity to individual circumstances (once per week)

Working Conditions

Handling of potentially hazardous substances; for example faecal material which may be infected with pathogenic organisms.(possibly daily in an outbreak situation)

Handling unfit, spoiled and decomposing foodstuffs during seizures (possibly once per month)

Contact with potentially filthy domestic and commercial environments which may be rodent, bed bug or cockroach infested (possibly 1-2 per annum)

Exposure to varying working temperatures, for example; hot humid kitchen, into a number of walk in freezers/chillers; daily

Exposure to dust and smoke, which may contain unknown chemical elements, on construction sites; daily

Contact with people who are potentially under the influence of alcohol or illegal substances, especially during out of hours work

Wearing when required uncomfortable protective clothing, for example, stab vests, safety boots, hard hats, face masks. (possibly once per week)

Operational work requires the post holder to carry out inspections and site visits in surroundings that would not only vary dramatically in temperature and humidity, but be crowded and noisy. This type of work is often carried out in filthy and contaminated areas. The post holder would be expected to encounter this physical demand every day as part of their day to day operational case load.

Working in hostile conditions eg evening out of hours enforcement in and around licensed/commercial premises (possibly weekly),

To confront challenging situations during enforcement whilst assessing the risk both personally and to other members of staff.(once per week)

Other Employment Requirements

The post holder will be required to participate if requested in any out of hours stand-by responses, for example noise investigations and emergencies. This will require physical stamina, as work takes place over night, and at weekends, and also on week days where the post holder conducts their daytime work as well.

The job holder would be required to attend evening meetings as and when required.

This job may be suitable for home working.

ROLE SPECIFIC PERSON SPECIFICATION ASSISTANT ENVIRONMENTAL HEALTH PRACTITIONER (FOOD, HEALTH AND SAFETY TEAM)				
Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
Qualifications				
Q1	Degree level qualification accredited by the Chartered Institute of Environmental Health.	X		A,D
Q2	Valid current driving licence	X		
Q2	Membership of appropriate professional body or equivalent experience needed in order to be		X	A,D

	authorised for official (food) controls work, in line with the requirements of the Food Law Code of Practice.			
Q3	Evidence of continuous professional development		X	A
Q6	An additional qualification in a related area of work.		X	A
Knowledge				
K1	In-depth knowledge of relevant legislation, enforcement tools, and regulatory practices within a local authority context	X		A,I,R
K2	Strong, up-to-date technical knowledge in at least one area of Environmental Health, including risk assessment, quality systems, and environmental/safety impact analysis	X		A,I,R
K3	Commitment to and clear understanding of equal opportunities as it relates to undertaking environmental health work and working with the public.	X		A,I,R
K4	Understanding of health and safety issues relevant to work area	X		A,I,R
K5	Confident with technology, with good working knowledge of databases, spreadsheets, and standard office software	X		A,I,R
Experience				
E1	Experience of successfully working within an enforcement environment	X		A,I,R
E2	Experience of using strong oral skills to clearly explain technical matters to nonexperts as well as able to persuade and mediate where there are compliance or performance issues.	X		A,I,R
E3	Experience of using written skills where there has been a need for excellent report writing skills numeracy, and data analysis.	X		A,I,R
E4	Experience of providing input into policy development and implementing policies, practices and service improvements		X	A,I,R

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#)