**Job Description**

Job Title: Environment Officer / Environmental Health Officer   
  
Pay Grade: W3 – W5

Directorate: Place

Team: Environmental Health

Reporting to: Principal Environmental Health Officer

Budgetary Responsibilities: N/A

Job Purpose:

To contribute to the provision of a high quality Environmental Health service to protect the health, safety and welfare of local residents and visitors to the Borough. This includes all areas of environmental health and public health work, such as; food hygiene, health and safety, infectious disease, environmental control / pollution, pest control, animal welfare, etc.

The post holder will have direct responsibility for undertaking a proportion of the EH team’s workload and work will be allocated depending on the fluctuating demands on the service. Post holders will not be allocated unsupervised work unless they hold the relevant qualifications and until they have been developed to attain the appropriate competency to perform the tasks required.

Main Tasks:

1. To carry out investigations, inspections and service requests in accordance with statutory requirements and national and local guidance / procedures / targets / performance indicators.
2. To prepare reports, correspondence, notices, licences and other documents relevant to the work of the Environmental Health team as required.
3. To apply risk assessment, local policy and Better Regulation principles in making appropriate enforcement decisions.
4. To take appropriate enforcement action under all relevant legislation including giving evidence in court.
5. To organise and participate in promotional activities relating to the work of Environmental Health.
6. To maintain a full and working knowledge of environmental health legislation, guidance, and policy.
7. To provide general advice and support for all EH matters including to members of the public, colleagues, businesses, Member enquiries - referring more complex aspects as appropriate.
8. To develop specialist skills in an environmental health subject area in order to keep policy updated and be able to provide specific advice on this to all partners mentioned above.
9. To advise and comment on Planning and Licensing applications.
10. To assist with the management, liaison and monitoring of environmental health contracts.
11. To represent the Council at County and national level study or liaison groups where resources allow, and to feedback knowledge and information to assist with consistency, keeping updated with changes in law and mandatory guidance and good partnership working.
12. To process tasks using appropriate technology in the most efficient and consistent manner, inputting, maintaining and retrieving data from systems and generating and presenting statistical information and monitoring reports.
13. To create and maintain authentic, timely and reliable records in relation to duties undertaken. To take due care and attention when gathering, recording and manipulating data and to have regard to guidance issued by the Council in connection with data management.
14. To work collaboratively with other officers in all teams to deliver an excellent level of service.

People Management: *N/A*

Service Management: *N/A*

Financial Responsibility: *N/A*

Other Responsibilities:

* To participate in the Council’s Civil Emergencies response where necessary.
* To main CPD requirements where necessary to maintain professional competency.
* To have regard for the duty of care of information (with particular reference to the Data Protection Act and Freedom of Information Act) gained during the course of employment that relates to other employees, the public, contractors, Elected Members etc.
* To carry out such other duties as may be reasonably required by the Head of Environmental Health or Principal Environmental Health Officer from time to time, as commensurate with the skills required for this post.

**Person Specification**

**Key:**

E = Essential, D = Desirable,   
A = Application Form, I = Interview, P = Presentation

Please list as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Standard** | **E/D** | **Measure** |
| **Education & training** | * EHO – Degree / Diploma / Apprenticeship level qualification (or equivalent) in environmental health * EO – degree/A-levels/B.Tech or equivalent in relevant subject * Specialist qualifications, for example, City & Guilds Level 3 certificate in Inspecting Licensable Activities involving animals, British Pest Control Association level 2 pest control or Royal Society for the Promotion of Health Pest Control, IOSH, NEBOSH, Acoustics Diploma, etc | E  E  D | A  A  A |
| **Experience** | * Experience working in:   EH Service or other regulatory organisation / enforcement role  covering Food Safety, Occupational Health and Safety, Public Health, Environmental Control and Nuisance.   * Experience working in Animal Health and Welfare, Air quality, Private Sector Housing Standards,   providing consultation on Planning and Licensing matters.   * Computer literate, use of IT systems * Giving evidence in Court * Excellent communication skills at all levels (oral and written) * Partnership work with colleagues, including statutory and voluntary agencies, the private sector and the community. * Use of EH IT / database systems | E  D  E  D  E  D  D | A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Special Requirements** | * Available to work outside office hours to meet service requirements. * Full driving licence | E  E | A/I  A |

**Candidate Screening**

|  |  |
| --- | --- |
| **Does Rehabilitation of Offenders Act 1974 apply?** | Yes |
| **Disclosure and Barring Service check required?** | Yes |
| **If yes, what level?** | Basic |
| **Is this a Politically Restricted Post?** | No |
| **Does this role have emergency responsibilities?** | Yes Bronze (Incident Liaison Officer) |

**Role Map**

|  |  |
| --- | --- |
| **Behaviour** | **Level Required** *(1-4)* |
| Shaping our Future | **2** |
| Leading our People | **1** |
| Delivering for our Customers | **2** |
| Making Change Happen | **2** |
| Team and Partnership Working | **2** |
| Communicating Openly | **2** |
| Performance Management | **1** |

Please refer to the Council’s Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).