

## **HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION**

POST TITLE: Environmental Health Officer GRADE: 8

TEAM: Commercial POST NO: ES6

SERVICE AREA: Regulatory Services

RESPONSIBLE TO: Commercial Team Leader

### **VARIATIONS TO STANDARD CONDITIONS OF SERVICE:**

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Essential Car User Allowance.
3. Undertaking duties outside normal working hours for which time off in lieu will be given.
4. Participate in any out of hours call out service that the council may implement.

DATE ISSUED: September 2025

### **JOB PURPOSE:**

To be responsible for implementing legislation, local policies and promoting good practice concerning Health and Safety at work, food hygiene and infectious disease control, ensuring that effective solutions to problems are identified and implemented, including the use of court proceedings if necessary.

### **PRINCIPAL ACCOUNTABILITIES:**

1. Undertake duties on the Commercial Team.
2. Undertake Health Promotion duties.

## JOB ACCOUNTABILITIES:

1. To ensure the provisions of the Health and Safety at Work Act are complied with through the issuing of advice, undertaking inspections and investigating accidents, taking appropriate action commensurate with the problem, including prosecution where necessary.
2. To ensure that food hygiene legislation is adhered to in the manufacture, preparation and selling of food through undertaking inspections and responding to complaints and premises and food stuffs, giving advice or taking action to close premises or prosecute as appropriate.
3. Ensuring the fitness of natural and manufactured foods by dealing direct with manufacturers throughout the UK and liaising with other Local Authorities as necessary.
4. To investigate the source of infectious disease and the tracing of contacts, arranging for samples to be analysed by the appropriate agencies, ensuring that immediate action is taken to safeguard the public from further infection.
5. To promote good practice in Health and Safety and food hygiene by the provision of nationally recognised educational courses for those in work and to undertake activities of health promotion for the general population.
6. To advise Planning Services and other services of the Council on planning and licensing applications which have an implication for environmental health and its related legislation.
7. To undertake special projects in the area of Environmental Health either under own initiative or as instigated as a result of departmental policy, acting as a source of specialist advice in these areas to colleagues.
8. Make visits and inspections in accordance with planned programmes or as a result of complaints or reports received; advising or instructing on ways of rectifying conditions which infringe regulations; preparation of reports and recommendations on all inspections made; recommendation of legal action in appropriate cases, and giving evidence in Court or at Inquiries as necessary. To make and keep accurate, timely records of all inspections and investigations, and to keep computer databases up to date.
9. Participation in environmental health education.
10. Participation in emergency response situations.
11. Ensure that smokefree legislation is complied with, through issuing advice, undertaking inspections and responding to complaints, taking action commensurate with the problem.
12. As a term of employment the post holder may be required to undertake such other duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the

Organisation's other sections or departments at any of the Authority's establishments.

To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety and Communication and involvement policies

### Other

As a term of employment the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

### Health and Safety

To be familiar with and at all times comply with

- the Council's general health and safety policy,
- the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
- local department specific health and safety procedures as amended or added to from time to time.

To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.

To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

<b>JOB TITLE:</b>	Environmental Health Officer	<b>TEAM:</b>	Commercial	
<b>POST NO:</b> ES6	<b>GRADE:</b> 8	<b>ALLOWANCE:</b> Essential Car User	<b>STATUS:</b> Permanent	<b>HOURS / WK:</b> 37
<b>CRITERIA:</b> (necessary for safe & effective performance)	<b>ESSENTIAL REQUIREMENTS:</b> (A clear definition of the necessary criteria)	<b>ASSESSMENT:</b>	<b>ADDITIONAL/USEFUL REQUIREMENTS:</b> (Where available, elements that contribute to improved / immediate performance in the job)	<b>ASSESSMENT:</b>
<b>Qualifications</b>	Degree or Diploma in Environmental Health	A/E	Post graduate qualification in occupational health and safety or food safety.	A/E
	EHORB certificate of registration or registered as an Environmental Health Practitioner with the Chartered Institute of Environmental Health	A/E		
	Evidence of active participation in continuing professional development to satisfy the Food Law Code of Practice	E	Up to date knowledge and experience in other areas of Environmental Health work	A/I
	Member of the Chartered Institute of Environmental Health, or eligible to become a member	E		
<b>Experience</b>	Competence in conducting food safety inspections in a range of premises and determining the most appropriate course of enforcement action	A/I	Experience of formal enforcement action such as prosecution	A/I
	Competence in conducting health and safety inspections in a wide range of premises, investigation of a full range of accidents, and experience of determining and using the most appropriate course of enforcement action	A/I	Experience of issuing Hygiene Emergency Prohibition Notices.	A/I
	Experience of dealing with members of the public, including difficult and challenging situations	I		
	Experience of interpreting, applying and communicating legislation	A/T		
<b>Knowledge</b>	Knowledge of current issues in food hygiene	A/T/I		
	Knowledge of current issues in health and safety	A/T/I		
	Knowledge of current issues in infectious diseases and public health	A/I		
<b>Skills</b>	Excellent verbal and written communication skills	A/I/T		

	Able to maintain accurate records	I		
	Persuasive and diplomatic	I		
	Assertive	A/I		
	Able to work under pressure	I		
	Able to prioritise own work loads and work under own initiative	A/I		
	Intermediate MS Word, Excel and Outlook	A		
	Able to demonstrate customer focus	I		
<b>Other</b>	Full current valid UK driving licence and access to a motor vehicle suitable for work purposes	I/E	Able to work remotely as part of any remote working strategy	I
	Ability to work outside standard office hours as required	I		

<b>Assessment Legend:</b>	A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)
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Please note that you should clearly state how you meet the requirements of the Person Specification, providing evidence where possible.

\*Additional/Useful requirements listed may be used for sifting purposes.