
Recruitment information

Job description and person specification

Your title	Environmental Health Officer
DBS check	Basic DBS
Post number	002517A
Your team	Planning and Environmental Health – Food & Safety
You would be based	Civic Centre, High Street, Esher, KT10 9SD
Your line manager	Principal Environmental Health Officer – Food & Safety



Elmbridge
Borough Council

... bridging the communities ...

About the role

1. Our Food & Safety service contributes significantly to the economic, social, and environmental well-being of our residents, businesses and visitors to the Borough. Our overall aim is to ensure public health and the wellbeing of our residents are protected through a range of interventions in the main disciplines of Food Hygiene and Health and Safety.
 2. You will be expected to be self-motivated and seek ways in which to deliver the Council's wider agenda. In this role, you will be responsible for a wide range of duties across food safety and hygiene, health & safety, infectious disease control and wider public health.
 3. We offer a range of career opportunities for individuals that demonstrate motivation, enthusiasm and determination.
 4. This is a career graded post that will allow the individual to progress dependent on matching the key achievements as set out below. The post holder may receive annual increments to the top of each grade and will be considered on an annual basis for progression to the next grade dependent on performance.
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The main purpose of the role

5. To carry out the duties to the highest professional standards ensuring statutory and legal obligations are delivered and communicated in a customer focused manner optimizing available resources in the Service's areas of work. Main duties include:
 - Programmed routine and reactive food hygiene inspections.
 - Complaint investigations across Food and Health and Safety.
 - Appropriate enforcement in line with our enforcement policy and principles
 - Business support and coaching including the delivery of training
 - Investigations of infectious diseases
6. To carry out a range of wider public health functions including full range of environmental health and public health functions including to promote a safe and healthy environment.

7. You will work with colleagues in other service areas to support Food & Safety matters, to include colleagues in pollution, planning, licensing, community safety, social housing providers and Surrey Police.

Specific duties and responsibilities

Career graded Environmental Health Officer

To provide a customer-focused and efficient Food & Safety service including:

8. Dependant on experience, qualifications and training, you will investigate programmed routine food hygiene inspections, complaint investigations across Food and Health & Safety, including food hygiene, health & Safety, RIDDOR notifications, lift notifications, infectious disease, street trading, water, or any other relevant area of work. To investigate complaints and take appropriate enforcement action in line with statutory requirements and guidance, policies, and procedures
 - Carry out the full range of investigations, audits, assessments, and other procedures and methods, using education, advice and enforcement techniques to achieve legal compliance.
 - Make a professional judgement to achieve compliance, monitor and if necessary, take appropriate enforcement action.
 - Initiate and perform the full range of enforcement roles, including the service of notices, formal cautions, collecting witness statements, preparing prosecution files and acting as the Council's witness in court.
 - To attend meetings of the Council, working parties, liaison groups and outside bodies or any other similar group as and when required.
 - Provide advice on planning applications regarding new food businesses
 - To prepare responses to premises licence applications in respect of Environmental Health/Health & Safety matters and attend Committee Hearings as required.
 - Check, update and maintain own workload on relevant Council databases
9. Work effectively with internal colleagues, customers and external businesses and partners by applying appropriate legislation and guidance to achieve the best outcomes to particular courses of action.
10. Prepare and present written reports to senior managers, elected Members and stakeholders which require investigation, interpretation and analysis of complex information and incorporate recommendations that are justified by the presented evidence.
11. To carry out duties with an appreciation of the Council's wider agenda on sustainability, and issues that impact the local environment.
12. To be self-motivated and manage time effectively and prioritising service requests depending on the risk and meet deadlines and service objectives.

13. Develop and maintain professional knowledge at the required level to fulfil the specified responsibilities of the post and such additional specialist roles as may be determined from time to time, to provide resilience across Environmental Health.
14. Carry out such other duties as required which are appropriate with the purpose and grading of the post.
15. Giving talks at public enquiries, meetings and exhibitions, as well as ensuring compliance through education, advice and enforcement
16. To support the delivery of the Councils vision 2030
17. Develop high levels of expertise in specialist subject areas.
18. You may be allocated specific projects to ensure service delivery.

Special Conditions

19. To participate, as required, in “out of hours” and emergency situations to meet the needs of the service. This may include evening, weekends, summer concert monitoring and civil emergency.
20. Access and use of a vehicle for work purposes throughout the borough will be required.

Scale Point	Key Achievements	Position
32	Qualifying as an Environmental Health Officer	EHO
38	Additional specialist qualifications, complex varied cases <i>(At this point a new contract will be issued setting out a two-month notice period)</i>	EHO

EHO – Grade SO2, Scale point 32- 41 (£42,097 - £51,653)

What's missing

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed to do the job.

We will consider your written application in relation to the essential knowledge, skills, abilities, education, and experience required for the job, and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education, and experience make you suitable for this post.
- You may have gained these through previous employment, voluntary/community work, spare time activities, home responsibilities, training, or languages spoken.
- You should also include anything else relevant to the job, which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

**Environmental Health Officer /
Trainee Environmental Health
Officer**
Post No: 002738A
Scale: EHO – Grade SO2, Scale point 32- 41
Team: Planning and Environmental Health
Hours: 36
Salary: EHO £42,097 - £51,653
Car Allowance: C3 Frequent Car User

Key requirements (Desirable / Essential)	Trainee Environmental Health Officer	Environmental Health Officer	To be tested by: Application (A) Interview (I)

	Qualifications and Education			
1	Degree, Diploma or completed level 6 apprenticeship in Environmental Health	-	Essential	A, I
2	Registered by the EHRB or CIEH as Environmental Health Practitioner / Chartered Environmental Health Practitioner	-	Essential	A, I
3	Additional specialist qualifications relating to or transferable to environmental health.	Desirable	Desirable	A, I

	Experience			
4	Experience of working in a regulatory role, preferably in a local authority or public service organisation.	Desirable	Essential	A, I
5	Previous working experience in the application of food hygiene and health & safety.	Desirable	Essential	A, I
6	Experience of using software databases and complaints handling software to manage your work.	Desirable	Desirable	A, I
	Knowledge, skills and abilities			
7	Excellent communication skills.	Essential	Essential	A, I
8	Good working knowledge of current Environmental Health legislation and the ability to apply to real life scenarios.	Desirable	Essential	A, I
9	Good working knowledge of Microsoft Office software.	Essential	Essential	A, I
10	A commitment and ability to prioritise and programme your workload to meet deadlines, targets and performance indicators.	Essential	Essential	A, I
11	Ability to deliver work to a high standard.	Essential	Essential	A, I

12	Drive and motivation to work proactively and with minimal supervision	Essential	Essential	A, I
13	Ability to work under pressure and contribute to team effectiveness	Essential	Essential	A, I
14	Able to explain complex technical issues to a wide variety of audiences	Essential	Essential	A, I
15	Understanding and experience of Local Government and working with elected members	Desirable	Desirable	A, I

	Special Requirements			
16	Membership of CIEH	Desirable	Desirable	A
17	A commitment to provide a high-quality service to customers	Essential	Essential	A, I
18	Demonstrate you are a flexible and adaptable team worker and willing to work out of office hours.	Essential	Essential	A, I
19	Full driving licence	Essential	Essential	A
20	Access to a vehicle for work	Desirable	Desirable	A

