

# Job Description

## Position Details

|                       |   |
|-----------------------|---|
| <b>Position:</b>      | Environmental Health Technician - Commercial            |
| <b>Directorate:</b>   | Neighbourhoods and Environment                          |
| <b>Service:</b>       | Public Protection – Environmental Health                |
| <b>Position no:</b>   | BG00764   |
| <b>Grade:</b>         | Grade 7- £37,280 to £40,777 per annum                   |
| <b>Hours of work:</b> | 37 hours per week, Fixed Term Until March 2027          |
| <b>Work style:</b>    | Agile Worker  |
| <b>DBS required:</b>  | None  |
| <b>Contact:</b>       | Steve Osborne environmental.health@blaenau-gwent.gov.uk |
| <b>Date:</b>          | 29/04/2026  |

**Politically Restricted?**    Yes\*    No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

Reporting to: Team Manager Commercial Services

Responsible for: Undertaking proactive and reactive interventions and investigations for food safety, communicable disease, smoking ban enforcement, and health and safety, responding to service requests and other notifications relevant to the work of the team and to take appropriate enforcement action where necessary to protect and improve public health. To undertake said duties in accordance with any relevant statutory requirements, codes of practice or other operational guidance / policies that may be applicable.

## Principal Accountabilities

1. To undertake interventions and investigations and to enforce the relevant statutory provisions applicable to the work of the team.
2. To investigate and provide an appropriate response to service requests regarding those matters that fall to the team for enforcement.
3. To support the implementation and delivery of the Food Law Service Delivery Plan.
4. To investigate reports of communicable or notifiable diseases received by the team and provide an appropriate response to minimise the spread of infection within the community and prevent its reoccurrence.
5. To investigate notifications of reportable accidents and dangerous occurrences, and take appropriate enforcement action. Reports of serious accidents and fatalities will be led by Specialist Environmental Health Officers and / or the Team Manager and the post holder will be required to assist in these situations.

6. To assist Specialist Environmental Health Officers and Team Manager where required with inspections and follow up action relating to higher risk premises for health and safety.
7. To carry out sampling and monitoring in accordance with proactive and reactive requirements and to conduct surveys and inspections, prepare reports and take action to remedy breaches of legislation.
8. To undertake the range of relevant enforcement actions where appropriate and in-line with the Public Protection Enforcement Policy and the officer's level of authorisation.
9. To provide, professional advice and assistance to the public, other departments, professions and traders.
10. To maintain accurate and comprehensive records in relation to all interventions, investigations, enforcement action or any other actions undertaken as part of the role and to ensure that all records are updated in a timely fashion and without unreasonable delay.
11. To prepare evidence for legal proceedings for non-compliance with relevant legislation, to instigate legal proceedings where appropriate and present that evidence in court or other legal settings as appropriate. To support Specialist Environmental Health Offices and Team Manager where required for the preparation and instigation of complex cases.
12. To liaise and work in partnership, at a level commensurate with the role, where required with other Departments, outside Agencies, other local authorities and working groups of the Society of Directors of Public Protection Wales and / or Welsh Heads of Environmental Health to provide an exchange of information, expertise, and to ensure common standards of enforcement to deliver effective services.
13. To examine appropriate planning, licensing or other applications relevant to the team and to process or respond to these applications in accordance with any statutory requirements, operational guidance or relevant codes of practice, or as directed by the team manager.
14. To effectively contribute to the delivery of the Health and Safety Work Plan, Food Law Service Deliver Plan and the Public Protection Service's Business Plan and any other Strategic objectives/plans of the Council relevant to the role under the direction of the team manager.
15. To assist in the gathering and verification of data relating to the work of the team that is required for the completion of formal performance returns, as directed by the team manager.
16. To assist in the preparation of and provide responses to freedom of information requests, environmental information requests and subject access requests in line with corporate policies and procedures and as directed by the team manager.
17. To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
18. To participate in the emergency standby arrangements for the Public Protection Service.
19. To undertake any other relevant duties commensurate with the role which may from time to time be required by management, or as a mutually agreed development opportunity.
20. The post holder may be required to work in other Teams of the Public Protection Service where requested by management.
21. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.

22. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

23. To adhere to all Corporate Policies or Procedures that are relevant to the role.

### **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

# Person Specification

| Requirements  | Essential (E) / Desirable (D) | Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify |
|---|-------------------------------|--|
| <b>Qualifications</b>   |                               |  |
| Higher Certificate in Food Control, or Advanced Professional Certificate in Food Hygiene and Standard Control, or equivalent  | E                             | A  |
| A minimum of 5 GCSEs at grade C or above (or equivalent), including English Language and Maths  | E                             | A  |
| NVQ Level 4 in Health & Safety; or the NEBOSH National Diploma in Occupational Health and Safety; or equivalent   | D                             | A  |
| <b>Experience</b>   |                               |  |
| Experience of undertaking infectious disease related investigations and interventions   | E                             | A, I   |
| Experience in undertaking proactive and reactive interventions and investigations for food hygiene in a regulatory setting and at a level which would satisfy the requirements of the current Food Law Code of Practice (Wales) and which would allow the officer to undertake the full range of official controls detailed (with the exception of specialist and complex processes). | E                             | A, I   |
| Experience in undertaking planned and reactive interventions for Health and Safety in a regulatory setting  | D                             | A, I   |
| <b>Knowledge / Skills</b>   |                               |  |
| Detailed knowledge of environmental health related legislation relevant to the area of work of the team and an understanding of legal processes associated with enforcement functions and service of statutory notices.   | E                             | A, I   |
| Evidence of continual professional development /training in topics relevant to the role.  | D                             | A, I   |
| IT literate, particularly in the use of Microsoft Office applications.  | E                             | A, I   |
| Working knowledge of CIVICA APP system.   | D                             | A, I   |
| Effective and confident written and oral communication skills.  | E                             | A, I   |
| Good presentation skills.   | D                             | I  |
| <b>Personal Attributes</b>  |                               |  |
| Ability to meet deadlines and work under pressure.  | E                             | A, I   |
| A self-starter with ability to self-motivate and work on own initiative.  | E                             | A, I   |
| <b>Special Working Conditions / Requirements</b>  |                               |  |
| Be available to work outside normal working hours.  | E                             | A, I   |
| The post carries an Basic Car User Allowance and therefore you should possess a full driving licence and have access to a vehicle for work purposes.  | E                             | A, I   |

| <b>Minimum Welsh Language Skill Requirements</b>   | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|--|--|
| Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.   | A, I, PP   |
| Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed.<br>Training required: "Welcome Part 1 & 2" (10 hours in total) |  |
| Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).          |  |

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### **Personal Competencies**

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

| <b>Competencies – Delivering the Service</b>                      | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|---|--|
| Plans ahead, organises work in advance                            | PP   |
| Involves line manager / colleagues in setting and meeting targets | PP   |
| Reorganises work when necessary                                   | PP   |
| Sees tasks through to completion whenever possible                | PP   |
| Seeks help if workload becomes unmanageable                       | PP   |
| Uses initiative to report issues that arise that impact on others | PP   |

| <b>Competencies – Improvement and Change</b>                     | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|--|--|
| Is prepared to try new things & feedback results                 | PP   |
| Understands that changes are needed if things are to be improved | PP   |
| Finds new and creative ways of doing things better               | PP   |
| Actively seeks to develop own skills and knowledge               | PP   |
| Learns from mistakes & welcomes constructive feedback            | PP   |

| Competencies – Providing Excellent Customer Service  | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|--|--|
| Recognises the importance of high standards of customer service                                    | PP   |
| Is committed to providing an excellent service to all the citizens of Blaenau Gwent                | PP   |
| Understands the links between own professionalism and the possible impact on the Authority's image | PP   |
| Has a professional attitude that sets an example to colleagues                                     | PP   |
| Takes pride in own work and that of colleagues   | PP   |
| Is respectful, courteous and helpful at all times  | PP   |

| Competencies – Team working   | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|---|--|
| Reacts constructively to others' suggestions and requests                             | PP   |
| Recognises potential value of others' opinions and actively seeks their contributions | PP   |
| Asks for help when necessary  | PP   |
| Actively seeks to help others   | PP   |
| Is aware of the impact of own behaviour on others                                     | PP   |

| Competencies – Communicating  | Assessment methods:<br>Application (A), Interview (I),<br>Presentation (P), Test (T),<br>Probationary Period (PP),<br>other please specify |
|---|--|
| Adapts content and style to help others understand                                | PP   |
| Makes sure that people are regularly informed                                     | PP   |
| Uses appropriate language, gestures and tone when talking with others             | PP   |
| Checks others have understood & seeks advice when necessary                       | PP   |
| Actively seeks to improve all forms of communication with others                  | PP   |
| Communicates professionally by using formal channels appropriate to the situation | PP   |

To find out more about working for Blaenau Gwent County Borough Council, visit [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)