SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







# Pecyn Gwybodaeth i Ymgeiswyr

# Candidate Information Pack

**Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh**

# Senior Environmental Health Officer

*Post Reference Number: TBC*
*Date of Job Description: 1st April 2026*
*Version:*

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| **Grade** | GR12 |
| **Location** | Ty Elai |
| **Group** | Community Services |
| **Division** | Public Protection |
| **Department/Section** | Public Protection |
| **Team/Sub Section** | |
| **Responsible to** | Principal EHO and Team Manager |
| **Posts reporting to this post** | None |
| **DBS Required** | N/A |

## Why work for Rhondda Cynon Taf Council?

**Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales. Our vision is for a Rhondda Cynon Taf where "All people, communities, and businesses can grow and live in a healthy, green, safe, vibrant, and inclusive County Borough where they can achieve their full potential in all aspects of their lives and work, both now and in the future"**

If you work for us, your work contributes to making a positive difference in our communities. We are committed to creating a rewarding and inclusive working environment that reflects our values and priorities.
We provide excellent induction, training, and development programmes to help you grow within your role and career. You'll be challenged and supported through new opportunities to build new and transferable skills whilst making an impact.

**Wellbeing and Work-Life Balance**
In our comprehensive Workforce Wellbeing Strategy, which recognises the many elements influencing overall wellbeing. We offer a wide range of benefits and support services to help you thrive in the workplace.

You will have access to a range of wellbeing initiatives including discounted **Leisure for life** membership**, 'Vivup Card'** for discounts on hundreds of products and services and a **Cycle to Work** scheme.

We commission an **Employee Assistance Programme** (EAP) which gives access to 24/7 wellbeing support as well as a wealth of online resources including self-help workbooks, podcasts and health assessments.

Our **pension scheme** offers competitive benefits, with additional financial savings to be had with discounts on hundreds of products and technology and car purchase schemes providing additional ways to manage personal finance, all available through the **staff benefits** platform. There are further opportunities to boost financial wellbeing by learning more via the **Salary Finance** workshops.

In addition, we support work-life balance through flexible, family friendly policies and a generous annual leave entitlement of 26 days (pro rata, increasing to 31 upon 5 years of completed service), plus 8 public holidays and the option to purchase additional annual leave (up to 10 days pro rata). Our inclusive workplace also celebrates diversity with staff networks for employees including the Allies Network, Disability and Carers network, Perthyn (LGBTQ+ Network) and Spotlight (open to Black, Asian, and minority ethnic staff).

**Please see our career pages to find out more about working for us.**

## Purpose of the post:

To undertake the professional duties of enforcing legislation allocated to the team, ensuring the efficient discharge of the Council's responsibilities.

## What you will deliver:

1. To undertake inspections and investigations and to enforce the relevant statutory provisions applicable to the team.
2. To investigate requests for service regarding those matters falling to the Team for enforcement.
3. Communicate with members of the public, individually or collectively, in a variety of media (verbal, written or electronic) to respond effectively to complaints, explain legislative standards, mediate between conflicting individuals & groups, train and educate, promote Council initiatives and to engage the public through consultation in the development and delivery of the service.
4. To co-ordinate, supervise or liaise with technical and other staff as appropriate to the duties of the Team.
5. To participate in an on-call service for emergency public health related matters.
6. To effectively contribute to the delivery of the Business Plan and other Strategic objectives of the Department under the direction of the Team Manager.
7. To be competent in the use of National databases in line with specific requirements.
8. Monitor own caseload, working to targets, assessing and reviewing own workload priorities and keeping manager and supervisor informed of progress and any deviation from planned deadlines.
9. Assist in the training of colleagues including giving advice, support and organising shadow visits.
10. Collaborate with other agencies and organisations, and with colleagues across the authority, to develop and improve services.
11. Contribute to service projects, taking on the lead with smaller projects and some specialist functions.
12. Contribute to the development of systems, and procedures. and protocols.
13. Collaborate with other agencies and organisations, and with colleagues across the authority, to develop and improve services, bringing specialist knowledge to joint initiatives.
14. Analyse and interpret legislation, regulations, codes of practice and examples of good practice to enable the development of the Council's strategies, policies and procedures, and to advise colleagues on such matters.
15. Prepare and present written reports to colleagues, managers on individual cases and the overall service to keep them appropriately informed and make recommendations.
16. The post holder may be required to work in other Teams of the Department.

## What you will deliver:

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

## PERSON SPECIFICATION

**This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.**

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

### Knowledge / Education:

| Essential | Desirable |
|---|---|
| Educated to Degree or equivalent in Environmental Health | Hold additional profession or management qualification |
| Ability to develop and implement professional standards in the absence of legal or alternative guidance. | |
| Qualification in HACCP Principles/ HHSRS / or Noise/audibility or other appropriate additional qualifications commensurate with the role | |
| Knowledge of Health Protection and Communicable Diseases | |
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### Experience:

| Essential | Desirable |
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| 5 years post qualifying experience from passing CIEH exams/portfolio and be recognised as an Environmental Health Officer/ Environmental Health Practitioner | |
| Experience of analysing and collating information. | |
| Experience in computer-based systems | |

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| Experience of partnership working | |
| Experience in incident /outbreak situations<br>Experience of enforcing aspects of legislation, including gathering evidence, of prosecution, of defence and associated Court appearance | |
| | Experience of supervision of staff in the absence of managers |

## Welsh language skills:

| Essential | Desirable |
|---|---|
| Welsh Language Level 1 ☒<br>*All employees will be required to undertake a basic Welsh Language induction to reach this level*<br>Welsh Language Level 2 ☐<br>Welsh Language Level 3 ☐<br>Welsh Language Level 3-5 ☐<br>Welsh Language Level 4 ☐<br>Welsh Language Level 5 ☐ | Welsh Language Level 2 ☒<br>Welsh Language Level 3 ☐<br>Welsh Language Level 3-5 ☐<br>Welsh Language Level 4 ☐<br>Welsh Language Level 5 ☐ |
| For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills | |

## What skills you will use in the workplace:

| **Competency** | **Technical, Specialist and Professional Competency** |
|---|---|
| **Competency Areas** | **Competency behaviours and values** |
| **Working in Partnership and Teams** | Builds lasting, positive & supportive relationships with a wide variety of people.<br>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues. |

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| **Communicating Effectively** | Adapts their style of communication to suit their audience including translating technical language.<br>Cascades and shares information appropriately – on time and to the right people. |
| **Achieving Results** | Is proactive and flexible to changing demands and knows when to compromise.<br>Anticipates potential problems and resolves them early. |
| **Being Accountable** | Takes full responsibility for delivery of tasks. |
| **Focusing on Service Users** | Uses professional knowledge and experience to raise standards of service for customers.<br>Maintains appropriate customer confidentiality. |
| **Professional Expertise and Development** | Proactively keeps up to date with changes to legislation, policy, procedure and best practice within Council and in other organisations.<br>Analyses and evaluations information and data accurately. |
| **Creating and Responding to Change** | Responds quickly and effectively to both internal and external changes. |
| **Managing Resources** | Plans well in advance to meet deadlines. |

## Special Conditions and Professional Requirements

Ability to travel independently throughout the RCT County Borough.

Ability to work on enforcement exercises in the evenings and weekends as necessary.

To be registered with the Chartered Institute of Environmental Health (CIEH)