IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council
Job Description:

Job Title: Graduate EHO

Main Purpose of Job – Graduate Environmental Health Officer

To deliver Environmental Health Services in accordance with departmental policies and procedures within a legislative framework. To undertake the period of a professional training and study programme, which includes Environmental Health Services, to fulfil the criteria specified in the Environmental Health Practitioner Portfolio.

Main Duties

1. To receive and respond to service requests, enquiries and notifications as appropriate; including site visits, taking measurements and making records. Take appropriate steps as are necessary to resolve matters within service area procedures and policies.

2. Carry out inspections, investigations, monitoring and surveillance work in accordance with service area procedures and work programmes or as requested. Ensure scientific equipment is used in accordance with operating manuals and properly calibrated and maintained.

3. Prepare correspondence as appropriate, including letters, file notes, statutory notices etc. Maintain any necessary follow up procedures including liaising with customers. Where appropriately authorised, prepare, sign and serve notices and prepare warrants and statements for use in court and appeal hearings etc, and attend court to give evidence where required.

4. Where appropriate arrange for works to be carried out (including in default) following service area and legal procedures. Ensure all works are carried out to comply with requirements made and where necessary request payment.

5. Ensure that all registers, records and sources of data are kept up to date in accordance with current procedures.

6. Examine proposals and other consultation papers, survey information etc and prepare comments in accordance with current procedures and where necessary with reference to other Council staff as appropriate.

7. Assist in the preparation and presentation of technical reports, case histories and reports for committee's etc, the service area and other service areas within the Council, as directed. Prepare and deliver lectures and displays for health education in schools and colleges. Assist in the development of service area strategies for work programmes, other targets and improving customer awareness. Undertake other projects as required.

8. To prepare for and complete tests and examinations, including orals, practicals, inspections, reports and projects, which are required for progression in and completion of the academic training course.

9. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

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PERSON SPECIFICATION

Job Title: Graduate EHO

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	BSc or MSc Environmental Health or currently undertaking an Environmental Health degree and applying as a sandwich year.		Application/Interview
Work related experience, skills and competencies	Experience of dealing with people in a sensitive, empathetic and mature manner. Ability to understand technical data and reports. Ability to assimilate complex information to arrive at logical solutions to a range of problems.	Ability to interpret and apply legislative requirements. Ability to use Microsoft Office products. Ability to use computer databases and spreadsheets to record and retrieve information such as Outlook, Word and Excel.	Application/Interview
Personal skills	Ability to prioritise workload. Ability to reason and problem solve. Able to work under pressure. Ability to prioritise and work to deadlines. Accuracy and attention to detail. Able to work alone and in a team.	Ability to communicate with a variety of people at all levels, both written and verbal.	Application/Interview

Special working conditions	Able to use ladders to two-storeys. Eyesight adequate for day-to-day inspection duties. Flexibility regarding hours. Current valid driving licence.		Application/Interview