



The Place Directorate

Job Description

Post:	Environmental Health Officer	Salary/Grade:	GR5
Division:	Regulation & Enforcement	Section:	Environmental Health

1. **Job Purpose**

To inspect premises and land, carry out investigations, respond to requests for assistance and enforce relevant statutory provisions in accordance with delegated powers, aimed at protecting and improving public health and the environment.

2. **Duties & Responsibilities**

2.1 To carry out inspections, enforcement activities, investigations, exercises, surveillance, respond to requests for assistance, education and monitoring duties. These responsibilities will include some or all of the following:

- Nuisance control (including all statutory nuisance), pest control, drainage, offensive accumulations, waste management and environmental crime.
- Food hygiene and food standards inspections, emergency prohibition closures, food complaints, food and water sampling and infectious disease control.
- Environmental pollution control relating to the atmosphere, water, land and noise (including all permitted processes).
- Provision of consultation on planning and licensed premises applications and variations.
- Licensing and registration inspections.
- Health and safety at work inspections, complaints and investigation of work related accidents.
- Animal welfare
- Eviction of unauthorised encampers from Council-owned land and related matters.
- To take civil enforcement action to secure improvements as appropriate in line with the priorities of the city council.

General responsibilities

- 2.2 To cover for the Operations Manager during absence.
- 2.3 To prepare reports, and attend Committee meetings, working parties and outside organisational meetings as required.
- 2.4 Under the direction of the Operations Manager provide advice and guidance to other sections, Directorates, government departments, the EU and outside organisations.
- 2.5 To make and keep such records of requests for assistance, inspections and actions taken, as maybe required and to maintain accurate records of work carried out on the Division's computer systems.
- To prepare reports, provide data and statistics on work undertaken, and deal with day to day correspondence.
 - To meet individual work programmes and targets.
 - To generate new initiatives and be involved, with the appropriate Operations Manager, in media coverage as required.
 - To act as a statutory or non-statutory consultee as required.
 - To assist in the implementation of new technology.
 - To comply with City Council and Regulation and Enforcement departmental policies and procedures.
 - To adhere to and implement the City Council's policy on equality of opportunity and be aware of equality and diversity issues in day to day service delivery.
 - Contribute to the City Council's Sustainability Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in a sustainable way.

Quality

- To comply with the provisions of the Division's quality procedures and participate in the Division's Quality management systems including carrying out audits, attendance at meetings and consideration and preparation of documentation as required.
- To comply with all procedures that ensure standardisation and consistency of inspections and enforcement in accordance with legislation, codes of practice, government guidance.

Enforcement and Operational Matters

- To comply with the Division's enforcement policy.

- To act as an enforcement officer in accordance with the delegated powers and for that purpose to prepare, sign, serve and enforce statutory notices and legislation. To take evidence, prepare prosecution files and attend court as necessary, and to represent the Council at court in civil cases. Competency within the function(s) delivered is an essential requirement
- To carry out short term special projects or tasks as may be assigned.
- Will be required to assist in responding to emergency incidents as necessary.

Health and Safety

- Comply with the City Council's health and safety policies
- Follow safe working practices and assist in the maintenance of good housekeeping practices in order to achieve a safe and healthy working environment.
- To contribute to the review and preparation of relevant risk assessments.

Training

- To assist in the organisation and delivery of training as appropriate.
- To assist in the training of students and staff.
- To undertake training as required.

Additional

- To carry out other duties as may be required commensurate with the post.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

Environmental Health Operations Manager

3.2 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

TBC

5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act
- A Criminal Records Bureau/ISA checks will be undertaken

Contacts

Elected members, officers from this and other local authorities; representatives of local communities, voluntary organisations, members of the public and outside bodies.

Special/Physical Conditions

- May be required to work outside of office hours.
- Able to drive and holder of current, full and valid driving licence.
- To work from any administrative centre in the City to meet the operational needs of the organisation.
- May be required to travel nationally.
- May be required to undergo audiometry tests every two years.
- Able to lift inspection chamber covers in line with appropriate training.
- May be required to climb heights in line with appropriate training.

Observance of the **City Council's Equal Opportunities Policy** will be required.

Person Specification

Job Title: Environmental Health Officer
GR5

Grade:

Division: Environmental Health (Regulation & Enforcement)

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. - Test or Exercise; C. - Certificate; P. - Presentation.

CRITERIA	ESSENTIAL	M.O.A.
<p>Education/Qualifications NB: Full regard must be paid to overseas qualification</p>	<ol style="list-style-type: none"> 1. Either a Degree or Diploma qualification in Environmental Health. 2. Registered by the E.H.O.R.B to practice as an Environmental Health Officer- if applicable. 3. Able to drive, be a holder of a current licence and permanent access to a vehicle. 	<p>AF</p> <p>AF</p>
<p>Experience (Relevant work and other experience)</p>	<ol style="list-style-type: none"> 1. Relevant experience of a range of Environmental Health related inspections, investigations, activities and undertaking enforcement action. 2. Specific food hygiene & standards experience including undertaking routine inspections, carrying out emergency prohibition closures, dealing with food complaints, as well as food/water sampling and infectious disease control. 3. Specific workplace health & safety experience including undertaking programmed inspections, dealing with complaints and undertaking investigations into a range of different work related accidents, which may have resulted in fatalities. 4. Experience of taking a range of enforcement action including, where appropriate, the prosecution of offenders 5. Experience of working with the public and a range of stakeholders. 6. Experience of producing routine and non-routine correspondence and written reports. 7. Experience of working within Primary Authority Partnership arrangements. 	<p>AFI & P</p> <p>AF & I</p> <p>AF & I</p> <p>AF & I</p> <p>AF & I</p> <p>AF & I</p> <p>AF & I</p>
<p>Skills & Ability e.g. written communication skills, dealing with the public etc.</p>	<ol style="list-style-type: none"> 1. Have a high level of commitment, reliability, initiative and the capacity to perform complex and difficult tasks. 2. Able to meet targets and work under pressure in a fast paced demanding environment. 3. Ability to construct letters and reports that are clear, concise and are appropriate to the needs 	<p>I</p> <p>AF, I</p> <p>I</p>

	<p>4. of the recipient, making full use of the technology available.</p> <p>5. Have good verbal, written and communication skills.</p> <p>6. Capable of using a range of computer systems including Microsoft Word, Excel and PowerPoint.</p> <p>7. Demonstrate a willingness to enforce the law.</p> <p>8. Capable of liaising effectively with officers and partners in other departments and external organisations, as well as the ability to work with a wide range of community based organisations.</p> <p>9. Be self-motivating, able to work individually and as a member of a team.</p> <p>10. Able to recognise discrimination and harassment and demonstrate an awareness and commitment to the furtherance of equal opportunity in service delivery and employment</p> <p>11. Ability to project a professional and authoritative image as well as being able to deal sensitively and tactfully during sensitive / conflict situations.</p>	<p>AF, I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
Training	Willing to undertake relevant training	I

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.