

JOB DESCRIPTION

Job Title	Environmental Health Officer		
Directorate	Regulatory and Operational Services		
Reporting to	Team Leader/Principle Officer/Lead Specialist/Manager		
Grade	10		
Evaluation ref:	SCG1301	Job Family ref:	
Role Purpose			
To provide environmental health and licensing service expertise, advice and any recommended enforcement to members of the public, businesses, and to other colleagues within the Council and to support Directors and Service Managers with operational planning across the Council's services. A particular emphasis will be placed upon at least one of the three main disciplines; Food and Safety, Private Sector Housing and Environmental Protection.			
Accountabilities			
Statutory Responsibilities			
To inspect, audit, monitor, raise awareness and enforce Environmental Health & Licensing legislation in all premises as necessary, with a focus to undertake programmed inspections and investigations. This includes the preparation of reports, schedules and statutory notices.			
The postholder is required to comply with government legislation and/or regulatory duties and to be aware of and stay up to date with any emerging or changing legislation.			
Enforcement			
The post holder has delegated authority to undertake enforcement activities in line with the Council's enforcement policy, including recommendation for prosecution. The post holder is required to use their professional judgement to make decisions as to the appropriate level of action needed when enforcing environmental health legislation and influencing policy makers. This involves balancing legal requirements, public safety and business operational constraints.			
Monitoring and Sampling			
To assist in the organisation and carrying out of programmed monitoring and sampling as and when required and dealing with any failure or risk identified as a result.			

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Legal and Regulatory Duties

To collect evidence in accordance with the Police and Criminal Evidence Act 1984 and to prepare reports and statements while instigating legal proceedings.

To attend court and give evidence as a witness in connection with environmental protection cases, to attend appeals, tribunals and Coroner's inquests as required.

To respond to and administer public health funerals, dealing with any residual estate and next of kin as required. (Dependent on role discipline).

Complex Problem Solving

Accountable for complex or contentious applications, consultations, and service requests, responding as appropriate within statutory requirements and service standards to ensure satisfactory resolution.

Stakeholder Engagement

To provide environmental health and licensing service expertise and advice to members of the public, businesses, and to other colleagues within the Council, and to support Directors and Service Managers with operational planning across the Council's services.

Liaising with external agencies and partners including courts, tribunal services, inquiries, appeals and other formal processes as necessary.

Reporting

Ability to interpret, analyse and extract relevant information from complex reports and translate these so that they are capable of being understood by a wide range of people.

Policy, Procedure and Development

To contribute when requested to the development of policies and procedures and assist in the in-service training and development of colleagues, student EHPs, STOs, TOs and members where appropriate.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Up to date comprehensive knowledge of legal, technical, and professional matters in relation to Environmental Health (Environmental Protection) areas of responsibility, legislation, and codes of practice.	X	
Understanding of PACE and RIPA.	X	

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Knowledge and understanding of Health & Safety legislation and requirements.	X	
Understand the principles of data protection.	X	
Understand the implications of health inequality and issues around vulnerable persons.	X	
Project and/or change management.		X
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Experience		
Able to demonstrate understanding, and knowledge of policy and activities across Environmental Health functions.	X	
Professional competence / expertise and proven experience in the relevant specialism(s).		X
Experience of working for a local authority.		X
Assisting in planning and delivering projects/ programmes.		X
Preparation and presentation of reports to a variety of audiences.		X
Experience of taking enforcement actions including legal cases, evidence preparation and presentation.		X
Qualifications / Registrations / Certifications		
BSc (Hons) Environmental Health or MSc Environmental Health or equivalent, or qualified by strong, relevant professional experience.	X	
Driving License and vehicle or ability to travel easily across the Council.	X	
Compliant as Authorised Officer as defined by FSA Code of Practice Competency Framework.	X	
EHORB Registration.		X
Member of CIEH.		X
Skills		
The ability to communicate both orally and in writing, particularly in relation to report writing, presentations, meetings and negotiations.	X	

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Ability to build and maintain good working relationships with colleagues, partners, members and business representatives.	X	
The post holder will be required to make frequent decisions and act without ready access to a senior officer.	X	
Effective organisational skills.	X	
Self-motivated and works well within a team.	X	
Flexible, able to cope with a variety of tasks and an ability to prioritise competing demands.	X	
Working Conditions		
<p>Office and outside working.</p> <p>Occasional exposure to disagreeable, unpleasant, or hazardous environmental working conditions. (Relevant Training will be provided).</p> <p>Occasional unsocial hour and weekend working.</p>		
Dimensions of the role		
<p>No Direct Reports. No Budgetary Responsibility.</p> <p>Planning support will be typically concerned with the weeks and months ahead whilst also contributing to the development of service policies over a longer period.</p>		
Working Arrangements		
<p>37 hours a week.</p> <p>The post holder will be expected to work occasional unsocial hours at nights and weekends and outside normal office hours including both routine and enforcement work as well as attendance at community meetings and the ability to travel across the County.</p>		
Corporate Accountabilities		
<p>Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.</p> <p>Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</p>		

Date: