# EAST STAFFORDSHIRE BOROUGH COUNCIL

# JOB DESCRIPTION

JOB TITLE: GRADUATE ENVIRONMENTAL HEALTH OFFICER

GRADE: CAREER GRADE 4 TO 8 - £25,183 to £39,513

ALLOWANCES CAR NECESSITY SCHEME

REFERENCE CODE: EV0105

SECTION: ENVIRONMENTAL HEALTH

RESPONSIBLE TO: ENVIRONMENTAL HEALTH TEAM LEADER

PURPOSE OF JOB: Effective delivery of the proactive and reactive work programmes to ensure statutory duties and service delivery targets are met and professional services are delivered to customers.

Providing professional support and advice to local stakeholders and other service areas.

Protecting and improving the health, safety and well-being of consumers, residents and workers within the Borough at work, at home and at leisure.

Carry out the duties in a competent and professional manner in accordance with the codes of professional conduct of East Staffordshire Borough Council and any relevant professional body.

**DUTIES AND RESPONSIBILITIES**:

1. To conduct detailed inspections, interventions and surveys at business and domestic premises, to determine standards. To produce reports and instigate action in line with council policies, procedures and relevant guidance to secure improvements and ensure compliance with legal requirements, so as to safeguard public health, safety and welfare.

2. To provide prompt and courteous responses to complaints and other enquiries and ensure all relevant information is recorded, via the computer database system, to aid performance management monitoring.

3. To contribute delivery of relevant objectives outlined in the Environmental Health Service Plan with a view to improving the health, safety and well-being of consumers, residents and workers within the Borough at work, at home and at leisure.

4. To investigate complex service requests, officer identified contraventions, and statutory notifications from Government Agencies to identify breaches of legislation, non compliance with statutory codes of practice, and risks to public health.

5. To interpret new and existing legislation using professional judgement, and to determine appropriate courses of action when non compliance with legislation or risks to public health are identified. Actions will range from the provision of advice, guidance and written reports, the service of a variety of legal notices, arranging remedial work or works in default, to the preparation of reports for legal proceedings.

6. To be responsible for, and have the discretion to initiate investigations to detect and rectify serious breaches of a wide range of legislation. To interview witnesses, take statements, collect, prepare and collate evidence correctly, thoroughly, professionally and in accordance with Police and Criminal Evidence Act 1984 (PACE) and departmental procedures to prepare prosecution reports and to act as a witness in Court on behalf of the Council.

7. To determine the need for, and to take and submit samples, to interpret and evaluate the analytical results and to use statutory powers to safeguard public health and secure continuous improvements in standards.

8. To make applications to the Magistrate’s Court for warrants, supervise their execution and gain entry to premises, and/or examine confidential records in the exercise of enforcement powers.

9. To produce accurate and timely correspondence, records, files and data, including the use of IT and the production of technical reports to ensure the delivery of quality assured highly focused customer service.

10. To provide professional support and advice to local stakeholders and other directorate service areas. In particular:

* Examine planning applications for compliance with relevant legislation, and represent the Department at regional planning hearings/appeals.
* Act as consultee in relation to applications made under the Licencing Act, covering noise, public safety and health and safety issues.

11. Assist in the preparation of business / service plans and policies and procedures for the Service

12. To develop and deliver educational packages, guidance, training courses and presentations to members of the public, businesses, schools, universities, colleges and other bodies in specialist areas of environmental health, through the provision of public displays, lectures, seminars, campaigns, advisory visits and the production of leaflets, to raise awareness to the risks to public health and to bring about improvements to the environment and public safety.

13. To assist in the training of other members of the Division particularly student Environmental Health Officers completing relevant qualifications, new members of staff and work experience students;

14. To carry out special projects or other similar duties as may be assigned by the Environmental Health Team Leader.

15. To work, as required, outside normal office hours to meet the requirements of the job.

16. Liaise with external agencies involved with public health, housing and food

and health and safety issues, including; Foods Standards Agency, Consultant in Communicable Disease Control, the Public/County Analyst, the Drinking Water Inspectorate, Environment Agency, Department of the Environment Food and Rural Affairs, Public Health England, the Health and Safety Executive/Laboratory and other Local Authorities.

CAREER GRADE PROGRESSION DETAILS:

* Progression to grade 5 is subject to completion of the MSc/BSc/Diploma in Environmental Health
* Progression to grade 6 is subject to completion of the EHP Portfolio.
* Progression to grade 7 is subject to completion of the Professional Discussion
* Progression to grade 8 is subject to gaining CIEH accreditation.

The closing date for this application is on: Friday 28th February 2025.

We thank you for taking the time to apply for our vacancy. If you do not hear from us within 2 weeks of the closing date for the vacancy, please assume that your application has been unsuccessful.

**PERSON SPECIFICATION: GRADUATE ENVIRONMENTAL HEALTH OFFICER**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS AS DESCRIBED IN THE EMPLOYMENT AND EQUAL OPPORTUNITIES POLICY** | **ESSENTIAL FOR THE POST** | **DESIRABLE FOR THE POST** |
| EXPERIENCE | Practical experience and a proven track record of one of the disciplines in Food, Housing or Health and Safety  Demonstrate an ability to give advice and assistance to other members of staff/service areas within the scope of environmental health and an ability to interact effectively with the public, local communities, local stakeholders other agencies and public bodies, difficult people and situations. | Experience of health promotion  At least two years post qualification experience in food hygiene enforcement. |
| QUALIFICATIONS | MSc/BSc/Diploma in Environmental Health or equivalent qualification (or working towards completion within 6 months)  Registered Practitioner (to be gained within 9 months of contract start date) | Postgraduate qualifications or training in a relevant subject  HHSRS Competency |
| TRAINING | Evidence of continuing professional development | Train the trainer  Lead auditor |
| SPECIAL KNOWLEDGE | Must be able to demonstrate an ability to undertake complex specialist / technical work and make independent decisions without supervision on a regular basis, recognising personal limits and when to ask for assistance and support.  Working knowledge of Microsoft Office products, particularly: Word, Excel, PowerPoint, Outlook, Internet Explorer | Thorough understanding of HACCP & Risk Assessments  Good working knowledge of the investigation and control of infectious disease  Working knowledge of SFBB & Food Hygiene Rating Scheme |
| PERSONAL CIRCUMSTANCES | Flexible and willing to work outside normal office hours as required.  Current and valid driving licence. Use of car. |  |
| DISPOSITION AND ATTITUDE | Committed    Excellent communication and  interpersonal skills    Able and willing to take  responsibility    Self motivated to work both autonomously and as part of a team    Ability to work and deliver  under pressure    Calm under pressure  Commitment to customer service | Ability to research subjects and collate information. |
| PRACTICAL/INTELLECTUAL | Track record of evidence gathering, analytical, problem-solving and decision-making skills.  Ability to organise and prioritise work to achieve own workloads and meet targets in the service plan and effectively manage several projects and tasks.  Good negotiation and conflict management skills  Imaginative/innovative | Experience of Primary Authority Partnerships |