

Job Description



Post title:	Senior/Environmental Health Officer		
Date:	October 2015		
Post Number:	various	Grade:	J (SCP 35 – 37)
Responsible to:	Team Leader		
Management level:	0		

Job Purpose:

This post is a professional position within the Council. The purpose is to deliver a range of services for the Environmental Services Section of the Communities department in order to ensure they meet the objectives of the service which are primarily; environmental health, food safety and communicable disease control, licensing, private sector housing standards and renewal, affordable housing, supported housing and homelessness, health and safety, pest control, pollution and noise, contaminated land, health promotion and water quality.

Main objectives of the service:

- To promote and maintain a healthy, safe environment for all residents and visitors to Eden
- To work towards ensuring that everyone has access to decent affordable housing with adequate support in a place where they want to live
- To secure a safe, healthy and sustainable food chain for the benefit of consumers and the rural economy
- Through regulation and advice, ensure that risks to people’s health are effectively controlled
- To provide regulatory support and advice to local businesses
- To work with Communities to help deliver their aspirations for new housing and cleaner neighbourhoods
- To ensure effective strategic planning and management of the delivery of environmental services across the district

Resources:

Staff: This post does not have any line management responsibility but may have a supervisory and mentoring role with the student Environmental Health Officer

Finance: This post has no direct responsibility for financial resources but does have responsibilities for monitoring spend of budgets including contracted services

Physical: This post has no/ direct responsibility for Council owned or managed Land and Buildings.

People; This post has responsibility to ensure that the welfare and public health of

residents and visitors in the district is protected through intervention

Main responsibilities of the post:

- a) Implement policies, strategies, plans and systems to ensure the delivery of excellent services to businesses, residents and visitors to the district.
- b) Fulfil the Council's statutory responsibilities for Environmental Protection and Enforcement, Housing, food safety and health and safety plus other areas of Environmental Services.
- c) Ensure standards set by other regulatory agencies such as FSA, EA, HSE and HCA are met.
- d) Develop effective working relationships with key agencies locally and nationally, and other delivery bodies.
- e) Implementing corporate policies and plans and delivering and promoting the Council's vision and ambitions.
- f) Support and advise elected members, in particular the Environment Portfolio Holder and Housing Portfolio Holder on legislative, technical and policy issues.
- g) Monitor developments in environmental services policy and practice and provide advice and support to the relevant Portfolio Holders, Directors and Heads of Service.
- h) Maintain and promote good internal/external relations; and to represent the Council on relevant external bodies.
- i) The post holder will actively assist the council in meeting current and emerging requirements of Equality legislation and comply with measures that are introduced to ensure equality of opportunity and non-discrimination.
- j) It is the duty of every post holder while at work to take reasonable care for the health and safety of him/herself or any other person who may be affected by his/her acts or omissions at work. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. The post holder should also co-operate with the employer so as is necessary to ensure statutory provisions are complied with.
- k) The post holder will actively ensure that the Council meets current and emerging requirements of Equality legislation and promote equality and eliminate discrimination when applying processes relating to all services, facilities, and staffing matters.
- l) Every post holder has a general duty to ensure that data used is accurately recorded and collected and should be aware of data protection requirements. This post holder is responsible for updating databases for environmental health and housing services including Flare data which include personal, financial and sensitive information.
- m) The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and



responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Transport Requirements:

This post is office-based. There is a requirement for regular travel around the district and the post holder must be able to travel independently around the district. The post is currently designated as an Essential Car User post. The car user status of any post is reviewed periodically (generally every three years).

Working Patterns:

Hours are generally worked during normal office hours and is subject to the Council's Flexible Working Scheme, by agreement. There may be a requirement to attend some evening and weekend callouts on an occasional basis.

Working conditions:

The tasks and activities related to this post are generally sedentary and office based with a requirement to travel in and outside the district on matters relating to the responsibilities of the post. Visits and meetings may be held on site in a variety of conditions e.g. building sites, residential commercial or industrial premises. These may involve unpleasant conditions such as animal waste, noise and smells.

Political restrictions:

This post is not deemed to be a politically restricted post.

Criminal Records Check:

This post is not subject to a criminal records check in accordance with the Council's Employment Screening procedure.

Person Specification



	Essential (E) and Desirable (D) qualities required	Evidence
Job Knowledge and Qualifications Practical knowledge and or Qualifications	Has a thorough understanding and knowledge of the relevant legislation and regulatory framework within Environmental Services (E)	A, I
	Level 6 qualification in Environmental Health (E)	A, I
	Registered with the Chartered Institute of Environmental Health (or equivalent) including meeting CPD requirements (E)	A, I
	Comprehensive practical, theoretical and technical knowledge of a wide range of environmental health issues (E)	A, I
Experience	Experience of delivering environmental health services (D)	A, I
	Experience of developing effective working relationships and partnerships with other organisations (D)	A, I
	Experience of working in a democratic environment (D)	A
	Experience of delivering a regulatory service (D)	A, I
Skills and Competencies	Has high levels of creativity both in problem solving, idea generation and seeking out and disseminating good practice (E)	A, I, E
	Highly self-motivated with the desire to drive personal development and keep up to date with local/technical knowledge and new initiatives (E)	A, I
	Ability to maintain resilience and to work calmly and effectively particularly in sometimes difficult and demanding situations and with the ability to adopt a flexible approach to achieve the required outcomes and meet tight deadlines (E)	A, I, E
	Ability to gather and interpret information from a wide range of appropriate sources (including complex legislation) and then generate high quality, proactive solutions; make recommendations and inform decision-making (E)	A, I, E

	Essential (E) and Desirable (D) qualities required	Evidence
	<p>Ability to communicate effectively and negotiate successfully with a wide range of people from both within the Council and externally (E)</p> <p>Fair and objective decision maker with an ability to assess risk and take decisions within defined parameters (E)</p> <p>IT literate with a working knowledge of Microsoft Office (D)</p>	<p>A, I</p> <p>A, I, E</p> <p>A, I</p>
<p>Physical, Mental and Emotional Demands</p> <p>Working environment</p>	<p>Physical Demands Able to work hours required for the completion of duties per week and additional hours as and/or when required to carry out duties of the post. Occasionally meetings will be held on site in a variety of conditions e.g. building sites, commercial, residential or industrial premises. These may involve unpleasant conditions such as animal waste, noise and smells.</p> <p>Emotional Demands This job involves contact with people which through their circumstances or behaviour occasionally place considerable emotional demands on the job holder.</p> <p>Mental Demands There is a requirement for a high level of analytical skill across a range of diverse functions. The role will require periods of concentrated working including considering complex legal and operational issues, preparing committee reports and preparing and delivering presentations.</p>	
<p>The Council will consider reasonable adjustments to accommodate applicants with disabilities &/or communication difficulties for interview and employment.</p>		
<p>Other</p>	<p>Applications for flexible working such as job share or part time working will be considered subject to negotiation.</p> <p>No Officer shall undertake any private work or outside engagements which may have any relation to a function of the Council.</p> <p>Officers on Spinal Column Point 29 (Grade H) and above shall devote their whole time service to the work of the Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.</p>	

Evidence Key

A = Application Form I = Interview E = Exercise