

JOB DESCRIPTION

Job Details

Job Title: **ENVIRONMENTAL HEALTH OFFICER**

Post Number: POST000143

Directorate: Environmental and Community Services

Section: Environmental Health

Post Grade: Tier: 4, Grade: G

Responsible to the Senior Environmental Health Officer

Responsible for NA

Job Purpose

- To discharge the Council's statutory functions in relation to food safety, health and safety, public health and relevant commercial registrations and licensing legislation in commercial premises.
 - To inspect, investigate complaints and service requests, interpret, enforce, advise and undertake testing, monitoring and sampling to discharge the Council's statutory duties in line with relevant legislation, codes of practice, guidance and internal written procedures associated with food safety, health and safety, public health, infectious or food borne disease, food complaints and health and safety accidents.
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Main Responsibilities

- The accurate preparation and drafting of documents including letters, reports, licences, registrations, authorisations and legal enforcement notices e.g. the drafting and application for warrants to enter premises in court.

- Gathering evidence, preparation of legal files and giving evidence in court, prosecutions or appeal hearings in relation to the discharge of the Council's statutory duties in relation to all relevant legislative areas.
- To make decisions where necessary and where appropriately authorised, regarding the seizure and detention of food, serving food hygiene emergency prohibition notices, remedial action notices, health and safety immediate prohibition notices and utilise powers to deal with imminent danger.
- Duties in connection with European Commission (EC) approved products legislation, where appropriately authorised, including assessment of applications, inspection, drafting of approval documents and periodic inspections to ensure compliance.
- Support or deliver training courses, forums, promotional events, campaigns and talks in relevant work areas. To lead or support specialist projects as directed by the line manager.
- Responding to consultations from internal partners and external agencies and making appropriate referrals where necessary.
- To work in and/or support other sections of Environmental Health Services commensurate with competency and experience of the officer if required.
- Maintain competence by personal research and development. To undertake specialist training and qualifications to attain additional competencies required to carry out the duties of the post.
- When appropriate, work outside of normal office hours to effectively discharge the Council's statutory duties.

Decision making

- Decide on the appropriate action following an inspection or complaint investigation for example whether to serve a legal notice, issue a licence following an inspection, approve personal and premises registrations.
- Make and communicate decisions on site when assessing compliance with formal notices and written warnings.
- Make and communicate decisions on site where appropriately authorised to seize and detain food, issue hygiene emergency prohibition notices, serve remedial action notices, serve health and safety immediate prohibition notices and action to deal with imminent danger.
- Recommend a prosecution or simple caution to ensure compliance with relevant legislation.

Financial Responsibilities

NA

Key Contacts / Relationships

- The public, owners of local businesses, relevant government bodies e.g. Food Standards Agency, Health and Safety Executive, Health Protection Agency, Fire Service and Police. Internal departments such as licensing, planning, building control, neighbourhood wardens.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time,

training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: Environmental Health Manager

Date: January 2010

Version: 1.1 – 29 December 2021. Amended to take into account change to name of Directorate and change of post number.

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: ENVIRONMENTAL HEALTH OFFICER

Post Number: POST000143

EXPERIENCE

Essential Criteria

- Experience of carrying out health and safety, food hygiene, environmental protection, housing, public health and licensing enforcement work in a local authority. A,I
- Experience of working as part of a team. A,I

Desirable Criteria

- Structured practical training and inspection experience with a food and health and enforcement authority. A,I
 - Experience of presenting Environmental Health related work to groups. A,I
 - Experience of Animal Welfare Licensing or a willingness to undertake a recognised Licensable Activities Involving Animals inspector's course. A,I
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QUALIFICATIONS

Essential Criteria

- Diploma or Degree in Environmental Health or equivalent qualification. D
- Meet the Food Standards Agency competency framework contained within the Food Law Code of Practice Guidance and/or be registered with the Environmental Health Officers Registration Board (EHORB). A, I

Desirable Criteria

- Post graduate qualification in Health and Safety and/or Food Safety. D
- Lead auditor qualification. D
- Eligible for voting membership of the Chartered Institute of Environmental Health (CIEH). D

SKILLS & KNOWLEDGE

Essential Criteria

- Effective written and verbal communication skills. A,I, T
- Ability to work effectively with information technology systems. A,I
- Understanding of the effective application of related legislation I,T
- Ability to analyse complex information and make informed decisions when faced with conflicting demands I,T
- Ability to meet deadlines and work within established procedures and codes of practice. A,I, T
- Commitment to customer customer care. A,I
- Able to deal with difficult situations and adopt a risk based approach to problem solving. A,I,T

OTHER REQUIREMENTS

Essential Criteria

- Current full driving licence. D
- Ability to access and inspect a range of premises requiring the post holder to walk across uneven terrain, stand for extended periods, bend, kneel, crouch, climb stairs and ladders, lift, move and carry equipment and work outside in varied weather conditions. A, I

ASSESSMENT KEY:

<i>A</i>	Application
<i>I</i>	Interview
<i>T</i>	Test
<i>D</i>	Documentation

Version: 1.0 – 7 October 2022