(National Agreement)



### JOB DESCRIPTION

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**Post Title**: Environmental Health Officer

**Scale**: Band I

**Post No**: OCS126

**Service**: Operations

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**Responsible to**: Regulatory Services Group Manager

**Responsible for**: N/a

**Key Relationships**: Regulatory Services Group Manager, Neighbourhood Services Group Manager, Customer Services Group Manager, Head of Operations, Lead Pollution Control Officer, Environmental Health Officers, Licensing and Enviro-crime Group Manager, other Staff in Operations, Student EHO, Housing and Health Officers, Planning and Regeneration Officers, Environment Agency, FSA, HSE, PHE and external service and delivery partners, local businesses and customers.

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| **Job Purpose**: To deliver a comprehensive service in respect of the activities of the Regulatory Services Team; specifically food safety, health and safety, environmental protection, public health and wellbeing and licensable activities. |

**Main Duties and Responsibilities**:

1. Carry out on-site inspections using equipment as necessary, and undertake enforcement duties and legal action in accordance with the Corporate Business Plan, Service Plans, Enforcement Policy and Service Procedures, including the collection of evidence for use in court proceedings, and obtain and execute warrants in relation to:
2. Food safety inspections, complaint investigations, sampling, enforcement and training, including the investigation of individual complex complaints and incidents when necessary;
3. Health and safety inspections and enforcement, including the investigation of complaints and accidents and any associated enforcement work that may be identified, including the investigation of individual complex complaints and incidents when necessary;
4. Environmental Protection and Statutory Nuisance investigations, including the investigation of individual complex complaints and incidents when necessary;
5. Investigations and enforcement of matters relating to infectious disease and cases of zoonosis;
6. Smoke-free inspections in premises covered by the Health Act 2006;
7. Licensed premises (including Liquor, animal licensing, gambling and beauty industry) to monitor compliance with conditions and statutory duties;
8. Inspections of premises licensed under the Local Government (Miscellaneous Provisions) Acts;
9. The investigation and enforcement of enviro-crime issues including the service of fixed Penalty Notices.
10. Investigation and follow-up action on service requests and complaints received by the Regulatory Services Team.
11. Provide advice, information and guidance to customers and elected members; liaise with other Council services, other local authorities and organisations.
12. Devise and deliver campaigns and other promotion work relating to all functions delivered by the Regulatory Services Team.
13. Keep abreast of changes in best practice, guidance, legislation and new ways of working to support a culture of continuous learning, development and improvement.
14. Assist in the introduction and operation of new technology.
15. Undertake such essential training as may be considered appropriate by the Regulatory Services Group Manager and assist in the training of other staff or students as required.
16. Be responsible for the production of, and delivery of a training programme for the Student EHO.
17. Assist in the development and delivery of a food sampling programme. Assist in the production and delivery of a programme of inspection, risk rating, and sampling of Private Water Supplies.
18. Support the delivery of campaigns and other promotion work relating to the Health and Well-being agenda.
19. Produce case files, including formal statements and reports for prosecutions and attend Court/Tribunals. Produce reports and information to present to Council Committees.
20. Represent Operations on internal Corporate working groups.
21. Represent Operations/Council on relevant professional liaison groups and at meetings with partners.
22. Prepare reports for Government Departments, senior officers and elected members on matters affecting the Regulatory Services Team.
23. Produce, review and update policies, procedures and guidance for delivering the functions of the Regulatory Services Team.
24. Develop and implement Food safety/Health and Safety training to local businesses.
25. Assist in the production of annual reports and work plans including, but not exclusively, Food Safety, and Health and Safety.
26. Deputise for the Regulatory Services Group Manager.
27. Assist, as circumstances may require, with any of the Environmental and Health functions allocated to the Service.
28. Undertake such reasonable overtime and out of normal hours working as may be occasioned by the duties of the post.

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| Any other duties commensurate with the grade of the post, subject to any reasonable adjustments under the Equality Act 2010. |
| Postholders must comply with the Council’s Equal Opportunities and Health and Safety Policies. |
| For postholders at Grade H or equivalent or above to develop, support and promote principles of sustainability both in service delivery and in the workplace. |
| For postholders equivalent to Grade H or equivalent or above to manage risks (strategic and/or operational) as identified in appropriate service plans and assigned within the Employee Review process. |
| For postholders in a public facing role, an ability to fulfil all spoken aspects of the role with confidence through the medium of English. |
| **Safeguarding and Prevention Duties**  The Council has a moral and legal obligation to ensure a duty of care for children and adults across its services and is committed to promoting a culture which safeguards, promotes wellbeing and protects children and adults at risk.  Employees are expected to carry out their role and responsibilities with due regard to the safeguarding and protection of children and vulnerable adults, including preventing people from becoming drawn into terrorism. The Council is committed to ensuring that all employees are supported in respect of their safeguarding and prevent duties, including being able to access training and support appropriate to the position they hold. |

##### Special Conditions

* Full UK driving licence.
* Appropriate business use insurance.
* Some out of hours working is required.

##### General

1 The above duties do not include or define all tasks which the postholder may be required to carry out.

2 To be responsible for health, safety and welfare of the staff under your control.

3 To regularly communicate with your staff on developments within the organisation and how this affects their role, and to encourage feedback and staff involvement.

4 To be responsible for the health, safety and welfare of yourself and employees you are working with.

5 To serve at any of the Council's places of employment in any post of a similar nature and responsibility, if required.

6 The above duties may involve having access to information of a confidential nature which may be covered by legislation, be commercially sensitive or relate to client information. In such circumstances confidentiality must be maintained at all times.

7 Senior and Operational Managers are responsible for the identification, prioritisation and management of business risks relating to their service, in accordance with the Council’s Risk Management Strategy.

The above Job Description is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This Job Description will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.

**AGREED BY**

**POSTHOLDER: Signed**

**Dated**

**AGREED BY**

**LINE MANAGER: Signed**

**Dated**

**HEAD OF HUMAN RESOURCES: Signed**

**Dated**