

JOB DESCRIPTION

Directorate:	CEX – Chief Executives
Division:	Environmental Health
Post No & Job Title:	H64 Environmental Health Officer (Career Graded)
Grade:	Grade 5 (Stage 1) Grade 7 (Stage 2) Grade 9 (Stage 3)
Responsible to:	H79 – Senior Environmental Health Officer (Environmental Protection)
Responsible for:	N/A
Main purpose of the job:	To experience and gain a broad understanding of the work of Environmental Health within a regulatory setting to competently carry out environmental health functions and allow the post holder to obtain the requisite skills and knowledge to complete the Approved Level 6 Environmental Health apprenticeship successfully. To provide support and carry out duties to the specialist teams within Environmental Health as assigned.

Main Duties and Responsibilities:

The duties and responsibilities below are separated into Stage 1, 2 & 3. Each stage will be paid at the relevant grade listed above. The expectation is for the post holder to undertake all duties and responsibilities at their current step and all stages below. Post holders will also be expected to undertake duties and responsibilities in higher steps with necessary support and supervision.

Stage 1

1. To follow an agreed work programme as determined by the lead officer for the apprentice.
2. To start undertaking a nationally recognised Level 6 integrated apprenticeship qualification, to include attendance at training and other events, which may be delivered locally or regionally.
3. To support colleagues across Environmental Health in the day to day delivery of the service whilst taking the opportunity to gain an in-depth understanding of the work.
4. Under the supervision and guidance of the lead officer to work with residents, businesses and other service users to provide advice and assistance.

5. To own and be responsible for completion of tasks to established standards and quality expectations
6. To work with team members on tasks, projects and programmes aimed at delivering service priorities.
7. To maintain accurate up to date electronic and manual records, and to prepare written statements of evidence in connection with legal proceedings and make court appearances, as necessary.
8. To write up findings and develop portfolios of evidence
9. Establish and portray a professional image of the department at all times with a customer focused 'can do' attitude, setting expectations as appropriate for the resolution of issues whilst demonstrating the willingness to go the 'extra mile'.
10. Maintain effective communication with colleagues and customers.
11. Carry out other tasks appropriate to the role or to support the achievement of the degree qualification.
12. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

Stage 2

After successful completion of the foundation degree and demonstrating the ability to undertake the tasks in Stage 1 & 2.

13. Undertake lower risk inspections and complaint visits and complete the relevant paperwork seeking the necessary sign off.
14. To carry out general Environmental Health duties including infectious disease control, water sampling and visits to commercial premises.
15. To carry out the Council's responsibilities in relation to general public health matters, including:
 - a) Carrying out investigations and preparing letters, schedules of work and statutory notices in connection with nuisances, drainage and filthy and verminous premises
 - b) Assisting with and organising public health funerals.
 - c) To carry out the duties in respect of private water supplies including risk assessment and sampling as appropriate.

Stage 3

After successful completion of the full degree and demonstrating the ability to undertake the tasks in Stage 1 & 2.

16. To carry out the Council's responsibilities in relation to contaminated land, air quality, atmospheric pollution, odour and noise control, including:
 - a) Inspection of premises/processes and monitoring of pollutants and noise levels and interpreting of monitoring results
 - b) Assessing compliance with relevant legislation and processing and issuing appropriate permits and licences.
 - c) Investigation of complaints
 - d) Preparation of letters, schedules of work and statutory notices
 - e) Advising on the environmental consequences of planning applications and on conditions to be attached to planning consents.
 - f) Operating and taking responsibility for specialist equipment used on site

17. To provide specialist advice to the Council and on all issues relating to contaminated land including developing, periodically revising, and implementing the Council's contaminated land strategy.

18. To arrange and supervise the carrying out of works in default and subsequent reimbursement and recovery of costs.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Evenings and weekend work will be required from time to time to maintain service delivery.

RESTRICTIONS

This is not a politically restricted post.

NOTE

The above job description sets out the main responsibilities of the Apprentice Environmental Health Officer, but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to

their job.