



Job Description

Service:	Community
Job title:	Environmental Health Officer/Environmental Health Protection Officer
Grade:	G
Hours of work:	20hrs
Responsible to:	Environmental Health Service Manager
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	N/A

Purpose of Post:

To secure acceptable standards in all elements of environmental health within a geographical area of the district or in any specific sphere of work to which the post holder is allocated.

To provide professional expertise and to fulfil the duties of an Environmental Health Officer to enable the Council to effectively discharge its responsibilities, duties and functions.

Key Deliverables:

1. To carry out systematic inspections and other interventions at food premises at intervals that are in accordance with current food safety legislation, codes of practice and departmental procedures. Maintain and update database records which relate to those premises, evaluate compliance with relevant legislation and initiate appropriate action in accordance with departmental policies and procedures and the Council's scheme of delegation.
2. Carry out other duties under relevant food safety legislation including food and water sampling and meat and other foods inspections. Make recommendations about registration, approval and licensing of premises. Serve enforcement notices and initiate appropriate legal action. Investigate food poisoning cases or incidents and respond to Food Alerts in accordance with departmental practice and procedures and make recommendations about control measures.
3. Carry out routine occupational health and safety inspections, interventions and project-based safety inspections of premises at intervals that are in accordance with centrally issued guidance and departmental procedures. Maintain and update database records which relate to those premises, evaluate compliance with relevant legislation and initiate appropriate action in accordance with departmental policies including the enforcement policy and procedures and the Council's scheme of delegation.
4. Carry out investigations of accidents, reportable illnesses and dangerous occurrences and initiate appropriate action in accordance with departmental practice and procedures and the Council's scheme of delegation.
5. Respond to complaints and service requests, evaluate and resolve by the most satisfactory course of action through advice, discussion, persuasion, mediation, enforcement and/or prosecution having due regard to legislative requirements, case law and in accordance with departmental practice and procedures and the Council's scheme of delegation. Where necessary prepare prosecution case files and present evidence in court and act as an expert witness.
6. To maintain clear, factual, up to date records in all aspects of work, including preparation of letters, documents, returns and reports. Ensure that all paper and computerised work records are promptly and accurately maintained and report any discrepancies. To prepare or contribute to written reports, attend meetings of councillors, give evidence at court and public meetings or enquiries.
7. To maintain, and calibrate as necessary, all allocated equipment under your control, ensuring that it is used in accordance with the manufacturers or departmental instructions. Ensure that all servicing and maintenance requirements are up to date and recorded. Report any defects, malfunctions or deficiencies.

8. Keep up to date with applicable legislation, codes of practice and technical and administrative developments in health and safety and food safety enforcement matters and general environmental and public health issues and of any relevant national, regional and local policies in this area.
9. To carry out advisory and promotional duties, deliver training, presentations, lectures and demonstrations; and assist in professional training and the training of students in environmental health related subjects.
10. To give professional and specialist advice or support and to undertake any necessary investigations in relation to the effective operation of the Service functions or wider Council functions.
11. Respond to circumstances where emergency or urgent action is found to be required (including outside normal office hours) and to take appropriate action in accordance with environmental health procedures, departmental policies and the Council's scheme of delegation. Officers may be required to work out of normal office hours by prior arrangement. In exceptional circumstances this may be at short notice when personal circumstances will be taken into consideration. Provide support and assistance to other officers in the division and carry out follow up visits and joint visits as and when required
12. At the request of the Community Service Manager or a member of the Council's Senior Management Team to act as a 'local authority liaison officer' for the purposes of the Council's response to emergency planning.
13. To undertake any other duties commensurate with the post as required and to ensure that reasonable care is taken for the health, safety and welfare of the post holder and others in accordance with the policies and procedures of the Council. Officers may be required to work out of normal office hours by prior arrangement. In exceptional circumstances this may be at short notice when personal circumstances will be taken into consideration.

The responsibilities outlined cannot totally encompass or define all tasks that may be required of the post holder. The outline of responsibilities given may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade; and the post holder may reasonably expect to be deployed according to their knowledge, skills and abilities rather than necessarily their role/position in the Service. This supports the service and also provides opportunities for staff to extend their professional boundaries and expertise.


<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>(E) Essential (D) Desirable</p>	<p>Knowledge</p> <p>Detailed knowledge of current relevant legislation and best practice and the ability to exercise sound professional judgement in its interpretation and implementation (E)</p> <p>Experience of the investigation of complex complaints, conditions and standards and decision making on the appropriate action to be taken by the Council in consideration of the legislation, case law, departmental procedures, policies and relevant codes of practice. (E)</p> <p>Experience of working with external agencies and communities (E)</p> <p>To be a team worker but with the ability to use initiative with minimal supervision and to manage, prioritise and organise workload (E)</p> <p>Experience of the Tascomi system, specifically for Environmental Health activities (D)</p> <p>Qualifications</p> <p>Degree or Diploma in Environmental Health (E)</p> <p>EHRB registration (E)</p> <p>Full UK driving licence (E)</p> <p>Chartered membership of the Chartered Institute of Environmental Health (CIEH) (D)</p> <p>Post graduate qualification in a relevant discipline. (D)</p> <p>NVQ Level 5 in Health and Safety Regulation (D)</p>
<p>Experience</p>	<p>A minimum of 2 years post qualification experience of Environmental Health Practice, with specific regard to food</p>

<p>Experience the person would need to do the job</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<p>safety, occupational health and safety, and investigation of infectious diseases. (E)</p> <p>Recent experience (within the last twelve months) of the application and enforcement of food law at premises in categories A and B of the FSA Code of Practice (D)</p> <p>Recent experience (within the last 12 months) of the application of food law to premises covered by EC Regulation 853 (D)</p>
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<p>Ability to set high standards in customer care and service delivery, to suggest and develop service improvements and to ensure that such standards are being achieved (E)</p> <p>Competent in use of information management systems (E)</p> <p>Excellent written and oral communication skills including in depth report writing, presentation skills, negotiation skills and effective delegation (E)</p> <p>Ability to interact with customers, partners and members with tact, sensitivity and confidentiality (E)</p> <p>Excellent organisations skills, including time management and prioritisation (E)</p> <p>Understanding of national, regional, and county policies and strategic frameworks (E)</p> <p>Explains and clarifies the objectives (E)</p> <p>Establishes clear actions and timeframes with deadlines and milestones (E)</p> <p>Ensures the effective and efficient use of time and resources (E)</p>

	<p>Creates contingency plans to enable them to deal with factors that might interfere significantly with their plan (E)</p> <p>Identifies what is required before each task can be begun or completed (E)</p> <p>Monitors progress against the plan and acts accordingly (E)</p> <p>Allocates work based on an understanding of own and others' strengths and weaknesses (E)</p>
<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<p>Makes and communicates clear decisions (E)</p> <p>Makes effective decisions under time pressure (E)</p> <p>Balances risks and benefits of various options and decisions (E)</p> <p>Makes unpopular decisions where necessary (E)</p> <p>Takes responsibility for the outcomes and impact of their decisions and those they delegate (E)</p> <p>Incorporates a range of views when making their decisions (E)</p> <p>Considers all relevant data when making decisions (E)</p> <p>Delegates decision making appropriately (E)</p> <p>Considers diversity issues when making decisions (E)</p> <p>Presents their case persuasively upwards, downwards and externally (E)</p> <p>Demonstrates confidence in their position (E)</p>

	<p>Is credible and confident when presenting and communicating (E)</p> <p>Makes use of personal and professional networks to gain support, learn from others and increase their opportunities to influence (E)</p> <p>Adapts approach to engage others by appealing to those things that enthuse them (E)</p> <p>Influences by highlighting and promoting the mutual gains to be made by following suggested courses of action (E)</p> <p>Is aware of own emotions and manages them for maximum influence during negotiations (E)</p> <p>Balances the need for immediate wins with the requirement for long-term successful relationships (E)</p> <p>Demonstrates awareness of how things shape events within business: is politically astute (E)</p>
<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>The post holder will have frequent contact with members of the public, local businesses, community groups, statutory bodies and consultants. The post holder will also be expected to maintain and develop existing internal links with other Divisions and to develop further links as individual needs or corporate requirements dictate.</p> <p>Internal (30 %) Activity Managers, Heads of Service, Directors, other Officers.</p> <p>External (70 %) other District Council's, County Council, Regional Government, FSA, HSE, HSC, Cambridgeshire PCT, HPA, NHS, Police, Fire Service, Parish councils, press and media, local</p>

	<p>businesses, members of the public, professional consultants, suppliers and contractors, community groups, voluntary agencies, Statutory Organisations</p> <p>Develops and maintains productive relationships with internal and external customers (E)</p> <p>Explores the customer's situation with them to develop a fuller understanding of the underlying need (E)</p> <p>Delivers what they have agreed with the customer (E)</p> <p>Takes action to exceed customer expectations (E)</p> <p>Advocates customer satisfaction as a key value for themselves and the council (E)</p> <p>Deals effectively with dissatisfied customers (E)</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential (D) Desirable</p>	<p>Accepts responsibility and accountability for own work (E)</p> <p>Recognises the limits of own authority within the role (E)</p> <p>Seeks and uses professional support appropriately (E)</p> <p>Identifies opportunities to make the organisation more competitive, efficient and profitable (E)</p> <p>Shows an understanding of the markets the organisation wishes to target (both customer expectations and commercial factors of service provision) (E)</p> <p>Challenges the status quo: suggests new approaches to old problems (E)</p>

	<p>Promotes and demonstrates continual improvement (E)</p> <p>Generates new ideas and creative solutions (E)</p> <p>Applies existing methods in new ways or new situations (E)</p> <p>Encourages a safe environment that will facilitate creativity in others and where people are willing to challenge (E)</p> <p>Seeks new ideas. (E)</p> <p>Finds ways to turn their own or others' ideas into action (E)</p> <p>Shares innovative practice with others (E)</p> <p>Is prepared to adapt their approach to overcome obstacles (E)</p> <p>Responds constructively to a change in agenda or priorities (E)</p> <p>Revisits their decisions when presented with new information (E)</p> <p>Is prepared to adjust their interpersonal style to respond to the needs or preferences of others and the situation (E)</p> <p>Re-prioritises appropriately when faced with a change in requirements (E)</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p>

	<p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children