

## Job Description

**Department:** People and Communities

**Division/Section:** Regulatory Services – Environmental Health

**Job Title:** Environmental Health Officer

**Post No:** 2882

**Grade:** 11

**Reports to Post No / Title:** Principal Environmental Health Officer

**Line Management responsibility for:** Supervisory responsibilities.

**CRB Check applicable?**

Standard ☐ Enhanced ☐ None ☒

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

Yes ☐ No ☒

**Organisation Chart:**



### Job Purpose:

1. To safeguard the health and safety of people and the environment by enforcing all legislation that is the responsibility of the Team.
2. To undertake investigations, inspections and consultations in connection with the Team's responsibilities.
3. To take lead role for specified areas of the Team's responsibility.
4. To provide supervisory and specialist support, as well as leadership on more complex regulatory matters.

**Description prepared by:** Peter Gell

**Date:** December 2019

**Description agreed by postholder:** Liz Adamson

**Date:** December 2020

**Authorised by Head of Service:** Peter Gell

**Date:** December 2019

## **Main Duties and Responsibilities:**

1. To inspect premises, goods, equipment and other items to determine compliance with legislation, Codes of Practice, statutory guidance, policies and procedures. Determine and implement enforcement action in accordance with council policy.
2. To investigate complaints from the public relating to the enforcement of legislation within the scope of the service.
3. To undertake accident investigations.
4. To undertake inspections and investigations to determine compliance with relevant legislation in respect of registrations, licences, consents, authorisations and certification. To consider applications, make recommendations and arrange for their issuing and the maintenance of registers.
5. To be Lead Officer obtaining detailed knowledge on areas of the Team's responsibilities as determined by the manager and provide detailed guidance and support.
6. To prepare reports, statements of evidence and statutory notices and attend at courts of law or tribunals to give evidence on behalf of the city council and at Committees of the Council.
7. To take samples and arrange for their examination by a competent person in accordance with legislation and policies.
8. To develop professional relationships with a range of services and agencies, at a local and regional level.
9. Give advice and information to members of the public and businesses on regulatory issues including the provision of training and educational presentations.
10. To undertake specific projects in connection with the work of the section as directed by the manager and also take part in national, regional and local initiatives.
11. To undergo training, external or internal, in connection with the duties of the post as directed.
12. To deputise for the manager where appropriate and agreed
13. To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
14. To comply with all Health & Safety at work requirements as laid down by the employer.

**Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.

## Person Specification

**JOB TITLE:** Environmental Health Officer      **POST NO:** 2882  
**SCALE:** 11      **DEPARTMENT:** People and Communities  
**DIVISION:** Regulatory Services      **DIRECTOR:** Adrian Chapman  
**DATE:** December 2020      **COMPLETED BY:** Peter Gell

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / (I) Interview, (P) Presentation, (W) Written Test. Add any other codes used here.]*

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good knowledge of current Environmental Health legislation and topical issues. (A,I)</li> <li>• Good knowledge of legal processes and procedures (A,I)</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills (A,I,P)</li> <li>• Able to produce concise and accurate reports and analyse data. (A,I)</li> <li>• Good computer literacy skills including basic keyboard skills and the operation of IT management systems (A,I,P)</li> <li>• Able to design and produce clear and effective guidance, information and publicity materials. (A,I)</li> <li>• Able to produce and deliver clear and effective presentations. (A,I,P)</li> <li>• Able to deal confidently and effectively with the public, businesses and members of other organisations. (A,I)</li> <li>• Able to effectively manage personal time to resolve conflicting workloads and to meet deadlines. (A,I)</li> <li>• Able to work effectively as an individual whilst leading, developing and supporting team members. (A,I)</li> <li>• Ability to act with diplomacy and sensitivity (A,I)</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled in the operation of the Flare Software System (A)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working in Food Safety, Health &amp; Safety and/or Regulatory Services environment. (A, I)</li> <li>• Producing and presenting technical and other reports. (A, I)</li> </ul>	<ul style="list-style-type: none"> <li>• Giving lectures and talks. (A)</li> <li>• Dealing with media enquiries. (A,I)</li> <li>• Experience of using Microsoft Outlook, Word, Excel, PowerPoint and Project. (A)</li> </ul>

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Certificate of Registration of the Environmental Health Officers Registration Board (A,I)</li> </ul>	<ul style="list-style-type: none"> <li>• NEBOSH Diploma in Occupational Safety and Health or equivalent (A)</li> <li>• Higher Certificate in Food Premise Inspection. (A)</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Hold a current and clean UK driving licence. (A,I)</li> <li>• Able to work unsociable hours, outside of normal office hours, to meet demands upon the service. (A,I)</li> <li>• Fit, active and capable of working at heights and climbing ladders and able to undertake site visits. (A,I)</li> <li>• Able to work in adverse weather conditions and extremes of temperature including cold stores. (A)</li> <li>• Able to provide their own car for official duties. (A)</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A, I)</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of effective customer care. (A, I)</li> </ul>	