

Employment Package

Salary: £42,384 - £46,107 Per Annum

Distant Islands Allowance: £2,742 Per Annum

Weekly Working Hours: 37

Employee Benefits

- 35 days annual leave, increasing to 40 days after 5 years, inclusive of Public Holidays (pro rata).
- Local Government Pension Scheme.
- Generous Maternity, Paternity and Sick pay benefits.
- Comprehensive induction.
- Employee Assistance Programme.

We are a Living Wage Employer

Environmental Health Officer

Stornoway

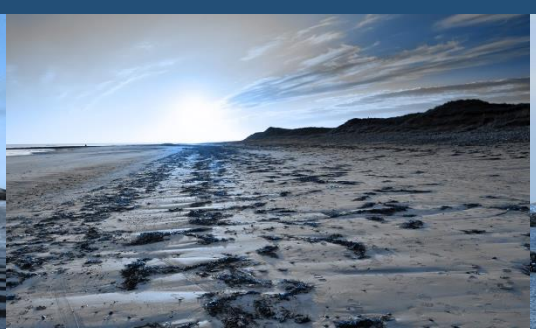
Job Purpose

To maintain and safeguard standards in respect of the health and wellbeing of the population of the Western Isles.

To enhance and protect public health and safety by the application of a wide range of environmental health legislation, including Food Safety, Health and Safety, Housing, Pollution and Licensing.

To work and act in conjunction with other Environmental Health Officers, Community Environment Officers and support staff, and liaise with Comhairle staff at all levels including senior management and elected members.







COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Environmental Health Officer	**Job Number:**	Various
Department:	Chief Executive's	**Grade:**	I
Location:	Council Offices, Stornoway, Isle of Lewis	**Date:**	2025
Responsible To:	Consumer & Environmental Services Manager		

Job Purpose

To maintain and safeguard standards in respect of the health and wellbeing of the population of the Western Isles.
To enhance and protect public health and safety by the application of a wide range of environmental health legislation, including Food Safety, Health and Safety, Public Health, Housing, Pollution and Licensing.
To work and act in conjunction with other Environmental Health Officers, Community Environment Officers and support staff, and liaise with Comhairle staff at all levels including senior management and elected members.

Duties

1. To carry out programmed interventions of food premises (including primary production premises), investigate complaints and carry out specific duties in order to meet team plans, objectives and targets in terms of internal and external service standards.
2. To carry out the planned regulatory activity of Health and Safety premises, investigate incidents, complaints and accidents and carry out specific duties in order to meet team plans, objectives and targets in terms of internal and external service standards.
3. To carry out inspections regarding various licences, including Civic Government licences and animal related licences, investigate complaints and carry out specific duties as directed in order to meet team plans, objectives and targets in terms of internal and external service standards.
4. To be the lead officer for an environmental health specialism and provide specialist advice to businesses and the Comhairle on that issue.
5. To deputise for the Service Manager as appropriate.
6. To investigate and deal with public health complaints and determine whether statutory nuisance exists and to liaise with other staff over issues or complaints about antisocial behaviour or contaminated land.
7. To procure formal and informal food and other samples for analysis, as appropriate, and ensuring that any non-conformances are investigated.
8. To procure water samples and to assess treatment systems to maintain and improve standards in private water supplies and to ensure that any non-conformances are investigated.
9. To monitor housing standards within private and rented accommodation, with particular regard to enforcement of houses in multiple occupation licensing and private landlord registration.
10. To contribute to other workload demands in the environmental health service and assist colleagues in undertaking their duties.
11. To provide training to businesses and participate in the educational role of the environmental health service as appropriate.
12. To apply, and ensure compliance with, environmental health related legislation to ensure the health, safety and welfare of the people the Outer Hebrides.

13. To serve formal notices at a level up to Emergency Prohibition Notices and to initiate proceedings and prepare reports to the Procurator Fiscal in relation to environmental health legislation and in accordance with the Comhairle's Enforcement Policy, enforcement protocols, policies and procedures. To give professional evidence in court.
14. To maintain paper and computer-based records, prepare reports and undertake appropriate surveys and research. To undertake further study in appropriate technical subjects related to the duties of the post and service delivery requirements.
15. To undertake the duties of an authorised officer in terms of a wide range of environmental health related statutes.
16. To undertake any other appropriate duties within the environmental health service as may be required by the Service Manager.
17. To give professional opinion and advice on environmental health matters to members of the public, local businesses, Comhairle staff, elected members, the Police and the Fire Service.
18. To prepare draft committee reports and speak to those reports at Committees of the Comhairle.
19. To liaise and provide information for external agencies, including NHS Western Isles, Food Standards Scotland, the Health and Safety Executive. Animal Plant and Health Agency and the Scottish Government.
20. To keep up to date with the changing aspects of the job and the associated technology by reference to written materials, textbooks, periodicals, corporate standards and procedures, and by attendance at courses as required.
21. To travel throughout the Outer Hebrides to undertake work, if and when required.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. Uphold and positively promote the Comhairle's Equal Opportunities Policy in service delivery and employment practices.
3. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
4. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
5. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
6. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.

COMHAIRLE NAN EILEAN SIAR

Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE LEETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE: Environmental Health Officer **POST NUMBER:** Various

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	A good understanding of food safety including the relevant legislation.	D1	Proven track record of effective enforcement action.
	E2	Experience in Environmental Health work with a sound technical and legal knowledge.		
Skills and Abilities	E3	Ability to establish, promote and maintain relationships of trust and confidence.	D2	Working knowledge of Gaelic.
	E4	Ability to use Microsoft Office.	D3	Knowledge of Uniform database.
	E5	Ability to understand traders' problems and take account to local factors.		
	E6	Highly motivated with the ability to work on own initiative, including planning and organising own work, assessing priorities and meeting deadlines.		
	E7	Ability to work well in a team and work across functions.		
	E8	Ability to take a positive approach to problem solving.		
	E9	Ability to give unwelcome decisions assertively.		
	E10	Excellent verbal and written communication skills.		
	E11	Have a proactive and proportionate approach to regulation.		
	E12	Able to persuade, inform and motivate at all levels.		
Education/ Experience	E13	REHIS Diploma in Environmental Health (or equivalent professional qualification).	D4	Membership of the Royal Environmental Health Institute of Scotland or CIEH.
			D5	Attained or working towards Chartered status.
Other Factors	E14	Able to travel throughout the Islands as required.		
	E15	Flexible to work outside normal working hours if necessary.		
	E16	Full unrestricted UK Driving licence and use of vehicle.		
	E17	Willingness to work out of hours including overnight stays away from home.		