JOB DESCRIPTION - NEIGHBOURHOOD SERVICES

IDENTIFICATION

Post Title:	Environmental Health Officer	Post Ref:	154030
Section:	Regulatory Services	Grade:	9-10
Responsible to:	Section Managers		
Responsible for:			

JOB PURPOSE

You will work in the Environmental Health Sections of Regulatory Services

PRINCIPAL WORKING CONTACTS

Section Manager - Food and Health & Safety
Section Manager - Environment & Public Health
Section Manager - Environmental Compliance
Service Manager - Regulatory Services
Senior Environmental Health Officers
Environmental Health Officers & other Professional/Technical Officers

MAIN DUTIES

Carry out the effective implementation, support and enforcement of all Environmental Health legislation including Food Safety and Standards, Health & Safety, Public Health and Pollution Control.

Conduct inspections of business premises at agreed frequencies and reactively which will include the provision of information and advice, monitoring of Regulatory Compliance and assessing what action may be required where improvement or meeting compliance is required.

Where necessary to ensure that Regulatory Compliance is being met, prepare and issue appropriate enforcement notices as required.

Investigate complaints from members of the public, elected members, relevant authorities and the commercial sector, and take any necessary corrective or enforcement action.

Where necessary to ensure Regulatory Compliance is being met, prepare reports for the Procurator Fiscal against businesses and individuals.

Prepare and submit appropriate reports to the Licensing Committee.

Liaise with external organisations, other local authorities, consultants, agents, solicitors, etc, as necessary in a professional and timeous manner.

Compile and maintain to a high standard and within the required timescale, all relevant reports, information returns, etc, for inspection by any internal or external audit at any reasonable time.

Provide advice to elected members, other Council employees, and members of the public on

Environmental Health issues.

Ensure all performance standards laid down are adhered to.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Environmental Health Officer

DIVISION/DEPARTMENT SECTION: Neighbourhood Services - Environment

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	BSc (Hons) Degree in Environmental Health, or equivalent and, the Royal Environmental Health Institute Diploma or other professional body qualifications	Post graduate food or health and safety qualification	Application form
RELEVANT WORK/OTHER EXPERIENCE	General experience in all fields of Environmental Health.	Experience in carrying out inspections of all aspects of Environmental Health & Health & Safety	Application form / interview
PARTICULAR SKILLS/ABILITIES	Good communications skills (oral and written) Good computer and presentation skills Good IT/analytical skills Good report writing skills Good ability in dealing with conflict		
PERSONAL QUALITIES	Ability to work as part of a team Ability to work on own initiative Ability to work to deadlines with minimum supervision Ability to deal methodically and innovatively with problems to achieve a positive outcome Reliable, confident, pleasant manner	Flexible	
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willing to work varied and flexible hours as and when required. Adaptable and willingness to learn	Current driving licence (Level 3)	