Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann

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Environmental Health Officer
£41,701.28 - £46,300.29



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date 05/03/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you..

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Section A	**Grading Section**
Post Title: Environmental Health Officer Initial Location: Kilncraigs, Alloa In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation. Reports to post (Title): Environmental Health Team Leader Service: Place Date last updated: December 2019 Date if superseded:	Eval Ref: II19a Post Number: A4031 Grade: 8

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

Environmental Health Team Leader
I
Environmental Health Officer

The post holder is accountable to the Environmental Health Team Leader. However, a high degree of autonomy will be given in respect of operational decision making, dealing with the public and businesses. The demands of the post will require working outwith normal working hours from time to time.

The post is generic, covering all Environmental Health duties. The post holder will be allocated geographical areas within Clackmannanshire in which to work but may be moved, subject to the requirements of the service, to work in any other area and will also be required to work in areas covered by other officers when instructed.

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

As a qualified Environmental Health Officer, working as part of a team and, as required, in partnership with external agencies and organisations to help deliver a comprehensive Environmental Health service for the Council.

Discharging the full spectrum of Environmental Health duties within allocated geographical areas in order to manage, protect and improve public health and the environment. A key part of the role is regulatory with an emphasis on education and support.

Acting as a lead in at least one Environmental Health discipline to ensure the Environmental Health team are kept up to date with the latest changes and information.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

1. Carry out both programmed and reactive work to ensure the Council meets its statutory obligations in relation to Environmental Health.

2. To serve the full range of Environmental Health notices, prepare reports for the Procurator Fiscal and attend court as and when required.

3. To carry out a range of administrative duties, including the preparation of reports & statistics, and keeping proper records, electronic or otherwise.

4. Undertake monitoring and sampling aimed at checking environmental health standards and using scientific equipment.

5. Investigate all environmental health complaints within the standards set by the service and lead on complicated and/or high profile complaints as tasked by the Team Leader Environmental Health.

6. Investigate and monitor environmental health hazards and incidents, including cases and outbreaks of infectious and food borne disease.

7. Ensuring that performance targets and service plans are met in relation to your work.

8. Liaise with and provide advice to other services and colleagues on environmental health matters, including responding to formal consultations.

9. Organise work to ensure all response standards and targets set either internally or externally are met.

10. Assist in the preparation, implementation and review of strategies, policies and procedures relevant to Environmental health.

11. To represent the service at meetings of outside bodies and agencies.

12. To work outwith normal office hours according to the exigencies of the service.

13. To respond to requests for advice and information, within standards set by the service.

14. Deal with applications for licences, registrations or approvals under environmental health legislation. Respond to consultations and enquiries relating to licences, registrations or approvals issued under other legislation in which Environmental Health has an interest.

15. Undertake any other environmental health related work which may arise from time to time, not otherwise defined above.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria	**Means of Assessment** **e.g. Application, Interview, Reference, Certificate**
1. BSc(hons) Environmental Health	Application Certificate
2. REHIS Diploma in Environmental Health or equivalent (e.g. Registered with the Environmental Health Officers Registration Board - EHORB)	Application Certificate
3. Experience in all core areas of environmental health work. Qualified officers without recent food regulation experience will be required to undertake the necessary CPD and training to become authorised to carry out the full spectrum of food law regulation.	Interview Reference
4. An ability to communicate at all levels and to people from a wide range of educational backgrounds. This includes being able to explain complex and technical detail in a clear and concise manner that is easily understood by all.	Interview Reference
5. To be able to research and evaluate, in depth, topics and information relating to all aspects of Environmental Health and speak to the same.	Application Interview
6. Comfortable presenting and	Interview

talking to an audience or group of people in an informative and enthusiastic manner.	
7. Able to work with the minimum of supervision and make informed decisions relating to day to day work.	Interview
8. Possession of a current ordinary driving licence and availability of car for work duties. Pool cars are available.	Application Licence

Desirable:

Criteria	**Means of Assessment** **e.g. Application, Interview, Reference, Certificate**
1. A specialist qualification in one or more of noise, contaminated land, air quality, health & safety, food safety, infectious disease, HACCP.	Application Certificate
2. Experience in the use of a range of software packages including word processing, spreadsheets, databases, e-mail, internet & Geographical Systems	Application Interview
3. Report & policy writing experience	Application Interview
4. A member of REHIS	Certificate

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The work is predominantly indoors either in the Council office or at a business premises. There will be some requirement to work out of doors, occasionally in inclement weather. Appropriate personal protective equipment and clothing will be provided.

There will be occasions where unpleasant odour, noise, dust, smoke, etc. require to be witnessed and assessed. Investigation of some public health nuisances and situations will require exposure to unpleasant situations, for example investigating infestations and accumulations.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

There is a significant amount of work undertaken at a workstation requiring use of keyboard, mouse and display screen equipment.

The nature of the work and the district require that access to, and use of, a car for work purposes is required. Pool cars are available.

There will be occasions when the use of specialised environmental monitoring equipment will be required.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

A high level of analysis of complex technical information is required. There is a need to evaluate information and use problem solving techniques to ensure that the correct course of action is taken to achieve a desired outcome.

Individual workloads are required to meet deadlines and a high degree of forward planning and working to schedule is required if targets are to be met. The ability to assimilate available information and ensure sufficient time is available to complete tasks is a key element of daily work.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

Dealing with a varied and technically challenging workload with the need to switch from one technical area of Environmental Health to another requires significant concentration.

The reactive nature of the job means frequent deviations from planned work. There is a need to respond quickly to urgent calls which may impact adversely on people's health, safety and wellbeing. This will result in interruptions to work flow and the ability to pick up interrupted work at a later time.

Most aspects of the work is governed by deadlines some of which are relatively short taking into account the risks to health posed by a situation. The ability to work within tight deadlines whilst maintaining standards is required.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post requires working with other government agencies, other local authorities and organisations, for example Food Standards Scotland, the Scottish Government, Health Boards, Scottish Environmental Protection Agency and the Health & Safety Executive. The work will primarily be consultative and/or directional. There will be a need to work to the timescales and deadlines of these agencies and organisations. There will be a need to discuss highly technical and complex situations with others also expert in the

field of work being undertaken. There will be occasions when the priorities of the Council will need to be considered over those of the other agency. In these cases arguing the case for an alternative course of action will be required.

The post holder will work closely with colleagues in other service areas of the Council, for example Licensing, Building Standards, Development Quality, etc. There will be some contact with elected members. This will primarily be consultative in nature, giving advice or seeking advice. There will be a need to meet deadlines set by these other service areas.

The post requires extensive contact with local businesses, their employees and private individuals. In many instances the contact will be regulatory and requires skill in handling sensitive situations with tact and understanding. A high degree of persuasiveness is required. Considerable tact and diplomacy will often be required as a significant amount of the work is led by consumer, employee or neighbour complaints.

Section K

PHYSICAL ASSETS,DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

There will be occasions when the ordering of goods and services is required but there is no specific budgetary responsibility attached to the post. The Council's procurement rules must be followed when goods and services are ordered.

Section L **(Max predominant top 3)**

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder has a high degree of autonomy in making decisions. In most situations the post holder will be assessing and making decisions relating to their work without reference to another person. This requires a high degree of technical ability and knowledge.

The support and guidance of other members of the team is available and should be called on if required. The Team Leader can also be called on for advice and guidance in more complex and sensitive decision making.

Policies and procedures are provided for guidance along with technical reference material, codes of practice, guidance and information from other agencies and organisations as well as internet access.

Any decisions which may impact on existing policies or procedures, have a budgetary implication, political interest or other wise may be sensitive or controversial for the Council must be referred to the Team Leader before any decision or action is taken.

Section M
EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N
HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section 0
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.