ORKNEY
ISLANDS COUNCIL

Directorate	Infrastructure and Organisational Development
Head of Service Area	Planning and Regulatory Services
Service Manager Area	Environmental Health
Job Title	Environmental Health Officer
Location	School Place Offices, Kirkwall
Reporting To	Service Manager – Environmental Health
Grade	Career Grade J/K
Job Evaluation Reference	A736

Job Purpose

To carry out the full range of day-to-day functions and duties of an Environmental Health Officer in accordance with legislative requirements and the Council's policies and priorities with a view to promoting and protecting public health.

To provide a high-quality service to the public, partners and the business community.

To act as a specialist officer in allocated principal field(s) of environmental health providing support and assistance to colleagues as required.

Job Specific Duties and Responsibilities (at Grades J and K)

Have personal responsibility for a large and varied caseload of complex environmental health work ensuring that cases are responded to on the basis of risk and brought to a satisfactory and timely conclusion.

Undertake all aspects of regulatory and enforcement activity under legislation relating to Environmental Health including, air quality, anti-social behaviour, contaminated land, food law, health and safety at work, private sector housing, pollution control, private water supplies, statutory nuisance, waste regulation, public health and port health as necessary.

Plan, organise and undertake inspections and investigations (including out of hours as required) to assist in identifying risks to health, contraventions of legislation and where the implementation of good practice would be of assistance.

Audit systems, policies and activities to determine whether written systems are being implemented in practice and make recommendations for improvement in line with current legislation and best practice.

Determine and take appropriate actions to deal with situations where the public or employees are put at risk or legislative contraventions are discovered. This may include provision of advice, service of statutory notices, making a report for prosecution or executing works in default. Follow these actions through to a timely conclusion and secure

compliance with the relevant legislative requirements and in accordance with the Council's enforcement policy.

Provide education, guidance and advice in accordance with the legislation, policies, guidance and decisions of the Council.

Write inspection, investigation, prosecution and other reports and documents using language and style appropriate to the recipient. Assist in preparing, developing and reviewing policies, plans and procedures as necessary.

Research, analyse and interpret the requirements of complex legislation, reports and technical data and translate this into accessible advisory information for businesses and individuals.

Represent the Council on technical working groups, liaison groups, Incident Management Teams, Problem Assessment Groups and similar as requested by the Service Manager.

Personally prepare and serve statutory notices falling within the field of Environmental Health ensuring that statutory requirements and Council policy are complied with. Identify the need for when legal advice is needed and commission that advice as appropriate.

Process and authorise requests for grant payments or raise invoices for approval by the Service Manager - Environmental Health.

Perform the role of statutory consultee to review and provide relevant comments on applications, plans and proposals including those from Building Standards, Planning and Licencing. Attend Committee or Board as necessary to assist with their deliberations.

Undertake a scheme of relevant personal professional development (CPD) to keep skills and knowledge required for this role current and up to date. Support colleagues, students and trainees in developing their knowledge and skills.

Take responsibility for developing skills and expertise in particular allocated areas of environmental health work. This could include taking the role of "lead officer" or subject matter expert for particular allocated topics. Provide advice and guidance to colleagues and make technical recommendations to the Service Manager.

Undertake investigations, collect evidence and prepare reports in the appropriate format for the Crown Office/Procurator Fiscal Service in connection with criminal offences arising under environmental health legislation.

Attend Court, Inquiries, Tribunals and Hearings as a witness for the Council in connection with environmental health matters

Keep accurate written and electronic records relating to the progress of cases, actions and decisions. Prepare and make statutory returns and respond to access to information requests.

Assist in the delivery of advisory and educational activities to the public and business community in connection with environmental health matters.

Help plan for and respond to emergencies and public health incidents in a timely way. This may entail participation in rotas to provide standby or emergency cover.

May be required to prepare orders and applications for grants and to claim reimbursements from Scottish Government.

Additional Duties and Responsibilities at Grade K

Manage and deliver a diverse case load comprising the more complex, higher risk, in depth and protracted environmental health cases. This may involve undertaking joint investigations with the police and other regulators and the preparation and participation fatal accident inquiries and submission of complex reports to the Crown Office / Procurator Fiscal Service.

Personally develop plans, policies and procedures to cover specific activities and tasks – conduct briefings and training for colleagues regarding these plans, policies and procedures and monitor their implementation.

Take a lead role in the environmental health response to emergencies and major incidents affecting Orkney utilising the Joint Emergency Services Interoperability Programme (JESIP) doctrine and joint decision model as appropriate.

Be appointed as the lead officer for a particular environmental health area – for example be the Lead Food Officer within the meaning of the statutory Food Law Code of Practice and exercise all functions and responsibilities in that regard.

Be one of the 3 approved users for the Food Standards Scotland national food fraud database (CLUE), submit, assess and respond to intelligence enquiries relating to food fraud and recommend/instigate appropriate actions to mitigate the impacts of food fraud.

Develop good working relationships with relevant multi-agency partners, including participation in joint operations with the Police Scotland, HM Immigration/Border Force and Scottish Fire and Rescue Service.

Provide and oversee the practical training programme for students and newly qualified and less experienced officers in particular aspects of environmental health.

Represent the Council on designated working groups at regional or national level.

Deputise for the Service Manager – Environmental Health when required.

General Duties and Responsibilities

Working Environment

The postholder will be based in the office when they are dealing with paperwork, but duties and responsibilities will involve regular travelling between locations to undertake visits, investigations and inspections. The work will involve visiting third party premises and work activities. Some work may involve working outdoors in remote locations. Some of these visits will need to be undertaken outside of normal office hours. The Post holder will be required to regularly work in more challenging conditions such as factories, ships, farms, and insanitary houses.

Communication

The postholder will be required to develop and maintain positive and effective communication with local businesses, staff in other Council Services, partner agencies such as the police and fire service and the wider public. Some of this communication may require the post holder to persuade individuals to take a course of action they would rather not take.

Responsibility for Employees

No direct responsibility for employees but expected to assist in promoting staff development, training and providing coaching and mentoring to develop the skills and knowledge of team members and students. Post holder may be responsible for the commissioning and supervision of contractors to undertake works in default. Post holder expected to act as subject matter expert in a particular field and provide advice and guidance to colleagues as required.

Financial Resources

Ensuring effective and efficient use of Council resources within their control.

Information Systems

The postholder will be required to use a range of computer packages, including Microsoft Office and the computerised case management system(s) (currently CIVICA Authority

Public Protection). Specialist software (eg for analysis of noise data) and intelligence sharing tools may also be used. This means the post holder will have access to a considerable amount of information including sensitive material such as some medical records, criminal records and personal data.

Corporate Responsibilities

As an employee of Orkney Islands Council; the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

Criminal Records Checks - please select the relevant option(s)

☐ This post does not require a check on criminal conviction history

☐ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.

☒ This post requires a satisfactory Basic Police Act Disclosure check.

☐ This post requires a satisfactory Standard Police Act Disclosure check.

☐ This post requires a satisfactory Enhanced Police Act Disclosure check.

☐ This post requires PVG Scheme membership in respect of regulated work with Children.

☐ This post requires PVG Scheme membership in respect of regulated work with Adults.

Significant/Regular demands associated with the Role

Task	**Relevant ✓**	**Task**	**Relevant ✓**
Driving (Car/Van)	✓	Exposure to Excessive noise	✓
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working	✓	Work involving strenuous effort	

Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour	✓	Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Other (please specify)	

Politically Restricted Post Yes ☐ No ☒

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

☐ General Teaching Council for Scotland (GTCS)

☐ Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.

☐ The Law Society of Scotland

☐ The Chartered Institute of Personnel and Development (CIPD)

☒ Other: Royal Environmental Health Institute of Scotland (REHIS), or Chartered Institute of Environmental Health

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;

☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;

☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;

☐ To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;

☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance; ☒ To participate in a standby duty rota, for which you can claim standby allowance. ☒ To work additional hours depending on the exigencies of the services.

Employee Acceptance of Job Description
Signature: _____ Date: _____

PERSON SPECIFICATION

Service	Infrastructure and Organisational Development
Head of Service Area	Planning and Regulatory Services
Service Manager Area	Environmental Health
Post Title	Environmental Health Officer

Factor	**Criteria**	**Essential / Desirable**	**How Assessed**
Experience	Relevant experience in food safety, health and safety at work, environmental protection, public health and other general environmental health work.	Essential Grade J & K	Application Form and/or Interview
	Experience of enforcing the law relating to environmental health.	Essential Grade J	Application Form and/or Interview
	Significant experience of enforcing the law relating to environmental health.	Essential Grade K	Application Form and/or Interview
	Evidence of on-going meaningful Continuous Professional Development.	Essential Grade J & K	Application Form and/or Interview
	Ability to demonstrate knowledge of local authority practice and policies as it relates to environmental health.	Essential Grade J & K	Application Form and/or Interview
	Ability to demonstrate an appreciation of rural and island communities and the special issues facing them.	Essential Grade J & K	Application Form and/or Interview
	Ability to demonstrate experience and/or knowledge of the approval requirements and process for food premises subject to approval by the Council.	Essential Grade K & Desirable Grade J	Application Form and/or Interview
	Ability to demonstrate experience and/or knowledge of port health activities and International Health Regulation standards as regards ship sanitation.	Essential Grade K & Desirable Grade J	Application Form and/or Interview
	Experience of making public presentations.	Essential Grade K & Desirable Grade J	Application Form and/or Interview

Knowledge	**For appointment at Grade J**		
	BSc (Hons) Environmental Health	Essential Grade J & K	Application Form and/or Interview
	Diploma in Environmental Health from the Royal Environmental Health Institute of Scotland or equivalent.	Essential Grade J & K	Application Form and/or Interview
	Registered as an EHO with REHIS or EHORB	Essential Grade J & K	Application Form and/or Interview
	Additional requirements for appointment at or progression to Grade K		
	Completion of the FSS Official Control Verification course	Essential Grade K & Desirable Grade J	Application Form and/or Interview
	Completion of the lead auditor course / sufficient knowledge and skills to undertake the role of a lead auditor	Essential Grade K & Desirable Grade J	Application Form and/or Interview
	MSc or other post graduate level qualification (SCQF 11/12) in a relevant environmental health fields e.g. Integrated Pollution Prevention and Control, Occupational Safety and Health, Emergency Planning, Microbiology	Essential Grade K & Desirable Grade J	Application Form and/or Interview
	For both grades		
	Diploma in acoustics and noise control	Desirable Grade J & K	Application Form and/or Interview
Other Requirements	Current UK driving licence	Essential Grade J & K	Screening question/ application form
	Valid medical certificate (ENG1 or equivalent) (note this will only be required if the post holder agrees to undertake inspections of vessels that are at anchor and can only be accessed by a launch or pilot boat).	Desirable Grade J & K	Application form