JOB DESCRIPTION – CITY DEVELOPMENT

IDENTIFICATION

Post Title:	Environmental Health Officer	Post Ref.:	
Section:	Regulatory Services	Grade:	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
Representatives of other Departments & Councils
Elected members\residents\traders

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.

Assist with fulfilling the duties in respect of the Council's Corporate Food Safety Officer.

Assist with ensuring that compliance is met with all relevant Health & Safety legislation in the delivery of the service and that all aspects of the service delivery are fully risk assessed and mitigated as required.

Attend any meetings of the community, commercial sector, council committee etc. in order to provide information, presentations or training associated with the service.

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: Regulatory Services

	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	Membership of appropriate professional body	Application Form
RELEVANT WORK/OTHER EXPERIENCE	Proven experience in environmental health including Food Safety, Health & Safety, Public Health, Air Quality, Environmental Compliance, Animal Control etc. Working knowledge of Microsoft Packages, including Office 365, Teams, Word, Excel.	Experience of computerised management systems & software	Application form Interview References
PARTICULAR SKILLS/ABILITIES	Good interpersonal skills and the ability to communicate clearly, verbally and in writing Confident & Professional manner Able to cope under pressure and organise workload. Good Organisational skills Able to work on own initiative & as part of a team. Experience of report writing and providing effective presentations	Ability to identify areas for continuous improvement.	Application form Interview References
PERSONAL QUALITIES	Ability to work as team leader and as part of a team and with a	.	Application form Interview References

	minimum of supervision Willingness to develop new skills and undertake training. Good presentation skills and ability to liaise with the general public, community groups etc.		
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willingness to undertake out of hours work as required. Full Driving Licence (Level 3).		Inspection of documents at interview & answer analysis.