JOB DESCRIPTION & PERSON SPECIFICATION (JDPS)

Job Title:	Environmental Health Officer	**Job Evaluation Reference Number:**	AA2020
Service:	Planning & Regulatory Services	**Grade:**	LGE 11
Department/Section:	Development & Infrastructure / Regulatory Services	**Location:**	Various
Line Manager (post):	Environmental Health Manager (East or West)		
Date JDPS was created / last reviewed / amended:	July 2015	**Version of JDPS:**	v.1
This JDPS should be read in conjunction with:	1. *Core Training Requirements* 2. *Service plan/team plan* 3. *Argyll & Bute Council Competency Framework* 4. *Managers guide to recruitment* 5. *Job Evaluation process*		

Job Summary:

To support the Regulatory Services team to provide a high quality service to users by promoting the best understanding of the requirements of Environmental Health legislation demonstrating good enforcement practice. This work includes the carrying out of visits to, and inspections of, premises for the enforcement of environmental health legislation and related requirements, carry out sampling and examination of food, materials, equipment, etc.; undertaking investigations and working with a range of partners/others, as required, for the effective discharge of the Environmental Health function.

Scope / Dimensions:

Line management / staffing responsibility. Not directly responsible for management of other staff but will on occasions supervise, support and direct other environmental health professionals in the course of undertaking their duties or specialist project work.

Budgetary responsibility: None

Job Description: Main Outcomes required

1.	**Planning:** Support the Environmental Health Manager to develop the team's *strategic objectives and operational* service plans by working in partnership with colleagues (within and outwith the service) and by taking personal responsibility for planning how these are delivered effectively and efficiently to service users. In particular, take responsibility for:

	a) To be responsible for delivery of environmental health within a geographical district area. b) To undertake a range of visits and interventions including sampling, surveys and other enforcement monitoring activity, as necessary for the efficient delivery of the Council's Environmental Health service c) To promote the best understanding of the requirements of environmental health legislation, by raising awareness through the provision of information and advice to members of the public and the business community, supporting consumers and a sustainable economy. d) To participate in Service management systems including team meetings, performance development review, team and personal work plans etc. e) Represent the authority on relevant external bodies/committees; deputise for Environmental Health Manager when appropriate; attend Committees as required; and ensure that all regulations and procedures (including the Council's Standing Orders and Financial Regulations) are adhered to
2.	**Service delivery:** Support and assist the Environmental Health Manager ensure that high quality services and best value are delivered to service users by ensuring that all agreed plans are implemented efficiently and effectively. In particular: a) To carry out visits to, and inspections of, premises for the enforcement of environmental health legislation and related requirements demonstrating the principles of better regulation in accordance with the Scottish Regulatory Strategic Code b) To carry out the sampling and examination of food, materials, equipment, etc., as may be necessary in the course of the enforcement role, with a view to determining its fitness for the purpose, whether consumption, use at work etc. c) To undertake such investigations as required for the effective discharge of the Environmental Health function, including communicable disease outbreaks and accident reports. d) Prepare all necessary reports, correspondence, Notices etc., as required for the discharge of the role of an authorised Officer of the Council working to the agreed authorisation level and as required by the Environmental Health Manager, including preparing reports to the Procurators Fiscal. e) To undertake the licensing and registration of prescribed activity, in consultation with and reporting to the Environmental Health Manager f) To promote the best understanding of the requirements of Environmental Health and Regulatory Services legislation, by raising awareness, giving information and advice to the public and businesses alike g) To provide detailed reports which contribute to the service's performance management arrangements h) In addition, represent the authority on relevant external bodies/committees; deputise for Environmental Health Manager when appropriate; attend Committees as required; and ensure that all regulations and procedures (including the Council's Standing Orders and Financial Regulations) are adhered to i) To work flexibly, outwith normal hours as required
3.	**Financial responsibilities:** Assist the Environmental Health Manager to manage the budget: and in particular a) Ensure that any expenditure is appropriate, within allocated budget limits at all times and that accurate financial records are maintained. b) Ensuring that invoices are generated to customers for work which incurs charging in accordance with the service's agreed annual charges
4.	**Staff Management:** a) Support and supervise, as appropriate, technical, administrative and trainee staff in the efficient and effective discharge of their duties, and participate in their training and personal development.
5.	**Quality Assurance:** Support the Environmental Health Manager to develop, implement and maintain appropriate performance

	management reporting systems as a means of managing and monitoring the team's performance, to ensure standards are maintained, improvements developed and issues addressed in a timely manner, and in particular:: a) To undertake their duties having regard to established and agreed policies and procedures, and to participate in their review and development b) Report on visits carried out each day / week and any programmed visits missed. c) Ensure all required procedures are followed relating to operational activities d) Maintain adequate manual and electronic documents and records, and to participate with services internal monitoring procedures
6.	**Health & Safety:** All employees must follow the Council's health and safety policies, standards, systems and procedures and must follow any additional health and safety instructions required by their line management. Employees who manage staff (and/or control workers from outside bodies) must ensure that they comply with the Council's health and safety at work procedures and ensure that all workplace risks are assessed, suitable control measures are put in place and that these are communicated to the workforce in a way they understand. In addition, ensure that the Department's safety management policies and procedures are followed at all times, particularly having regard to the requirements and procedures relating to lone working
7.	**Other duties & responsibilities:** Undertake other duties appropriate to this job and grade, and as required by the line manager and ensure appropriate outcomes are achieved, and in particular: a) Prepare all necessary reports, correspondence, etc., as required by the Environmental Health Manager b) To do such other work as the Regulatory Services Manager may from time to time, reasonably require. c) To represent the Environmental Health Service in matters pertaining to Civil Contingency Planning and activities including being appointed as a Council Incident Officer where appropriate.
8.	**Developing working partnerships externally:** a) Develop strong, positive working relationships with external partners and our communities to facilitate achievement of the Regulatory Services team's goals. b) To represent the Council in internal and external (professional) working groups, as required by the Environmental Health Manager **Professional competence** a) To maintain an adequate standard of knowledge and expertise relative to Environmental Health demonstrating best practice at all times. b) To demonstrate compliance with the Royal Environmental Health Institute of Scotland/Chartered Institute of Environmental Health Institute Continuous Professional Development Scheme.

Person Specification:	
CRITERIA: E = Essential D = Desirable	
Education and / or professional qualifications	
E.1	BSc/MSc in Environmental Health.
E.2	REHIS Diploma in Environmental Health/EHORB registered.
E.3	Membership of a suitable Professional Organisation, for example REHIS, or similar, and participation in their continuous Professional Department Scheme.
D.1	Chartered EHO.
D.2	Lead Auditor Quality Systems.
D.3	Post Grad qualification in HACCP/Noise/Health and Safety or other related subject.
Experience	
E.1	Experience working within a Local Authority undertaking environmental health enforcement work
E.2	Able to demonstrate a wide knowledge and experience across all areas of environmental health enforcement.
D.1	Experience in the enforcement of food safety and standards across a range of food manufacturers and approved premises.
D.2	Able to demonstrate ability to work with stakeholder and customers, including attendance at licensing boards and Committees.
Specific job-related knowledge	
E.1	The ability to working with minimum supervision and experience managing their own workload.
E.2	Experienced in use of MS Office applications.
E.3	Evidence a performance management ethos and be outcome focused.
D.1	Knowledge of IDOX environmental health management systems or equivalent.
Any additional job-related requirements	
E.1	The jobholder will be expected to travel efficiently and effectively between various work locations within Argyll and Bute and beyond to meet the operational requirements of the Service.
Competencies	
E.1	Level 1 **Personal Qualities (Competencies) that are essential at recruitment stage:** Excellent time management skills and ability to manage a demanding workload Conscientious and a team player Ability to work on their own initiative First class problem solving skills and the ability to work in a pressured environment