FALKIRK COUNCIL

make it happen
council of the future

Job Profile

Job Title:	Environmental Health Officer
Reporting to:	Environmental Protection or Food & Safety Coordinator
Responsible for Line Management of:	N/A
Your Job is to:	To carry out Environmental Health Unit functions, which may include: Food Law, Occupational Health and Safety, Communicable Disease, Port Health, Smoking Enforcement, Noise Control, Air Quality, Public Health, Statutory Nuisance, Housing, Animal Welfare and Licensing, Water Quality by enforcing relevant legislation, encouraging compliance with guidance and promoting best practice.
Grade:	J

What you will do :

Job Specific Tasks

1. To inspect such businesses, premises, sites, vessels etc., as required, and implement Environmental Health related legislation and associated criteria. Issue appropriate Certificates, Licences and Notices or take such formal action as required.
2. To carry out sampling, environmental monitoring and associated duties as required.
3. To investigate, report, and take appropriate action on food safety, health and safety or environmental health related service requests and complaints as required.
4. To investigate reported injuries, work related diseases and dangerous occurrences and implement control measures as required.
5. To investigate cases of communicable disease and implement control measures as required.
6. To provide advice, education, support and guidance to customers, including businesses, both written and verbally in a professional manner to aid compliance with legislation.
7. Where necessary, support and assist colleagues, including Student/Graduate Trainee Environmental Health Officers as and when required.
8. To respond to consultations and make recommendations in respect of Environmental Health issues.
9. To represent and promote the professional and other interests of the Environmental Health & Trading Standards Unit and the Service on appropriate working groups or other relevant professional or technical forums as required.
10. To maintain records and report on all activities as required.

Job Demands

1. You will be working in a mobile/flexible working environment.
2. You will be required to plan and organise your own workload.
3. You will be required to deal with conflicting priorities and deadlines.
4. You will be responsible for contributing to the development of policies and strategies.
5. You will delegate and allocate work to others.
6. You will be expected to communicate well with colleagues and others.
7. You will have excellent written and verbal communication skills.
8. You will have excellent communication skills and regularly advise, counsel, negotiate and persuade others.
9. You may encounter distressed/upset individuals.
10. You may be required to interact with demanding/angry individuals.
11. You will be required to resolve matters where individuals do not agree with decisions made by the Council
12. You will apply and ensure adherence to statutory regulations.
13. You will be responsible for handling and processing information.
14. You will be responsible for moderately expensive equipment.
15. You must be mobile throughout the Council.
16. You will be required to use your own initiative.
17. You will be required to exercise sound professional judgement.
18. You will be required to maintain up to date knowledge of relevant legislation.
19. You will occasionally be required to work out-with normal office hours.
20. You will be required to maintain confidentiality at all times.
21. You will be required to work as part of a team.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • Degree in BSc (Hons) or MSc Environmental Health • Postgraduate Qualification in Diploma of the Royal Environmental Health Institute of Scotland or equivalent	• Membership of Royal Environmental Health Institute of Scotland	Application Form Qualification
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Organisational skills • Customer care skills • Analytical skills • Report writing skills • Problem solving skills • Attention to detail • Relevant experience is required. • Experience working as part of a team. • Ability to organise competing demands. • Experience of relevant legislation. • Experience using MS office packages. • Experience of relevant environmental health enforcement work	• Presentation skills • Experience in working in Public Sector or political environment. • Experience building relationships with external agencies. • Experience working in a Multi-disciplinary/partnership. • Training in HACCP equivalent to Advanced/Level 4 in manufacturing sector and Official Control Verification (F&S) • Advanced noise qualification (EP) • NEBOSH Certificate or Diploma (F&S) • Experience of providing Food Hygiene and Health and Safety training (F&S) • Gaelic language skills	Application Form Interview Qualification
Falkirk Council Values & Behaviours		**How we assess this**
• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		Application Form Interview