Recruitment Information Pack

Job Title	Environmental Health Officer
Reference No	500.19
Location	Linlithgow Partnership Centre
Hours	36 hours
Salary	£45,349 - £49,779
Status	Permanent

Thank you for your interest in this post, if you have any questions in relation to the recruitment process or if you are disabled and require any adjustment to the recruitment process please contact our recruitment team on 01506 28 22 22 or email recruitment@westlothian.gov.uk.

Privacy Notice – HR Services - Recruitment

Information held about you.

West Lothian Council will hold the following personal information:

- Full name
- Home address
- Email address
- Employment history
- Training/qualifications
- Registration with professional bodies
- Equal opportunities monitoring information (gender, ethnic origin, sexual orientation, religion and disability)
- Criminal convictions (if applicable)
- Pre-employment checks (health screening, references and PVG check if applicable)

Who is processing my information?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Personal information held by West Lothian Council will be used in the following ways:

- To assess the suitability of applicants for the job they have applied for
- Equal opportunities monitoring information will be used to monitor the councils compliance with equality legislation
- To populate the HR Payroll system for successful candidates (see privacy notices on performance of contract of employment for further details)

Who we will share your information with?

We will not share your information with any external bodies.

How long do we keep your records?

If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.

If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland webstie will be retained for 5 years from the date of your application.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the Information Commissioner's Office.

Further information

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the Information Commissioner's Office.

.

About Planning Economic Development and Regeneration

Planning Economic Development and Regeneration covers the functional areas of Economic Development & Regeneration, Environmental Health and Trading Standards, and Planning Services. Much of the work of the service is regulatory in nature, covering a range of statutory processes including planning applications, building warrants and various licence applications and preparation of the development plan for West Lothian. In addition these regulatory functions cover food safety, workplace safety, trading standards, metrology and a range of consumer and environmental protection activities.

One of the key roles of the service is increasing and supporting economic activity in West Lothian, through proactive engagement with the business sector and promoting and supporting West Lothian as an attractive place to invest and do business.

Economic Development & Regeneration

Economic Development & Regeneration has a key role in monitoring the West Lothian economy and delivering services to individuals and businesses to help deliver the conditions for economic growth in West Lothian. The Business and Enterprise team deliver support, advice and assistance to individuals starting up businesses in West Lothian, assist existing companies to safeguard jobs and grow and expand locally and help attract new firms to relocate to the area. The employability and Regeneration Team engage with individuals and communities to improve their life chances and promote regeneration. The service is also responsible for the community Planning Partnership.

Environmental Health and Trading Standards

The role of environmental health is to protect and enhance the application of statute, the health, welfare, environment, safety and trading market place of the people of West Lothian. Teams within the service deliver protection in relation to food quality, health and safety at work, pollution control, animal health, welfare and control, pest control, consumer protection and compliance with fair trading legislation.

Planning Services

Planning Services carries out the statutory planning and building standards functions of the council in addition to the Education Planning requirement which has a key role in ensuring that sufficient education capacity exists in West Lothian for predicted levels of demand in nurseries and schools across the area arising from new development. The service seeks to promote sustainable economic development and ensure protection of the environment.

Council Strategies

Planning Economic Development and Regeneration has responsibility for the development and implementation of the Strategic Development Plan, the West Lothian Local Development Plan, the Economic Strategy and the Climate Change Strategy.

Equality and Diversity

Equality is relevant to us all. Addressing discrimination and promoting equality are everyone's core business.

We want a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work, and a high quality of life. West Lothian Council has published equality outcomes, equality information on our workforce and our progress on mainstreaming equality. This reflects our commitment to promoting equality and eliminating discrimination as well as fulfilling our statutory duties under legislation.

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society and believes that those qualities and attributes should also be reflected within the composition of its workforce, its employment practices and in the planning and delivery of its services.

Central to the council's Equality and Diversity agenda, is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following protected characteristics:

- age;
- disability;
- sex (gender)
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sexual orientation

In addition, prevention of discrimination, victimisation and harassment in relation to gender identity, gender expression, non-binary identities, language, social origin, employment status, political belief, trade union membership or activity, or responsibility for dependants is key to ensuring we have a diverse and inclusive workforce that reflects the communities we serve.

West Lothian Council is a Stonewall Diversity Champion and is committed to advancing LGBT equality and this is reflective in all our policies which are inclusive of all protected characteristics.

How to apply

Our preferred method of receiving applications is on line. In the interests of equality we do not accept C.Vs.

All applications must be received by the closing date stated on the advert and any late applications will not be accepted. Where there have been a high number of applications for a post, we may decide to revise the closing date for receipt of applications. We do not keep copies of application forms on file for any future similar vacancies and therefore you will need to complete a separate application form for each post that you apply for. However, when applying on line the system will remember your core details.

If you apply for a post on line we will contact you using the email address you have provided. If you do not have an email address you can sign up for a free account through internet providers such as Yahoo, Hotmail or Googlemail.

The information you provide in your application is used to determine whether or not you should be shortlisted for interview. It is therefore in your interest to complete the form fully and carefully. Your application form should contain sufficient information to demonstrate that you have the skills and experience required for the post.

What happens next?

Following consideration of your application you will be notified as to whether or not you have been selected for interview.

If you are selected for interview you will receive an email from us confirming this and asking you to log in to the Myjobscotland website and select a suitable interview time. If you are not selected for interview you will receive an email letter confirming this.

Successful Candidate

The successful candidate will receive a conditional offer of employment, pending completion of the following checks, as appropriate.

- Pre-employment health check
- References
- PVG
- Eligibility to work in the UK

A formal offer of employment will be issued only when all checks have been satisfactorily completed.

If you have any questions please email recruitment@westlothian.gov.uk

Terms and Conditions of Employment for Employees

Conditions of Service	Conditions of Service are those of the Scottish Joint Council for Local Government employees as adopted and amended by West Lothian Council.
Hours of Work	Hours of work for a full time post are 36 hours per week. The standard working hours are Monday – Thursday 8.30 – 5.00, Friday 8.30 – 4.00. School based staff are employed on sessional contracts of either 38, 39 or 40 weeks.
Pay	Employees are paid by bank transfer on the last Thursday of the month. Where appropriate you will receive an annual increment on the 1st April each year, until you reach the top of the grade.
Annual Leave	Depending on length of service you will be entitled to either 26 (187.2 hours) or 31 (223.2 hours) days annual leave, this will be pro-rated for part time employees. The leave year is 1st January to 31st December. School based sessional staff will receive additional pay, depending on their length of service, to reflect their annual leave entitlement.
Public Holidays	There are 7 paid public holidays across the calendar year. Part time employees will be given a pro-rated entitlement to reflect their particular working arrangements.
Sickness Absence	Your entitlement to sickness allowance will be in accordance with the Scheme of Sickness Absence set out within the National Agreement on Pay and Conditions of Service for Scottish Local Government employees.
Pension	You are legally required to make provision for your pension. Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary.
Appraisal Development Review	All employees are entitled to an annual review with their manager, to identify any development needs and set objectives for the coming year.

Employee Benefits	The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Employees can also take advantage of 20% off membership and free joining fees with West Lothian Leisure. As part of its commitment to having a healthy workforce the council offers physiotherapy, counselling and an Employee Assistance Programme.
Pool Cars	The council provides access to pool cars for employees who need to drive as part of their job.
Trade Union	The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so.
Health and Safety	The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Occupational Health and Safety Supplementary Policy and Safety Arrangements booklet for your workplace.

West Lothian Council

Job Description

Job Title	Environmental Health Officer
Reports to:	Senior Environmental Health Officer
Location:	Linlithgow Partnership Centre

Purpose of the job

To enhance and protect public health and safety by the application of a wide range of environmental health legislation.

Job Scope

The post holder will work under the direction of the Environmental Health Manager and be line managed by a Senior Environmental Health Officer. The duties are wide ranging and the post holder will be required to implement a wide range of constantly evolving and changing environmental health legislation and corporate policies.

As an individual and as part of a team the post holder will contribute to the development of the environmental health service in all aspects as required by internal and external demands.

The post will be within either, the Commercial Team or Public Health, Pollution Control and Housing Team. This will depend on service demand and officer experience. Flexibility to service demands will be required, and will be supported by refresher training and development opportunities.

The Commercial Team deal with food safety official controls, workplace safety, food inspection and sampling, licensing, water quality and safety, and infectious disease control.

The Public Health, Pollution Control and Housing Team deal with statutory nuisance, noise, air quality, housing standards, licensing, planning, and environmental impact consultation.

The post requires to be filled on a full-time 1 FTE basis, however if this can be accommodated by job share options then this can be considered.

Principal Accountabilities/Key Tasks

- To work and act in conjunction with Environmental Health Officers and Technical Officers.
- To carry out inspection of relevant premises, investigate complaints and carry out specific duties as directed in order to meet team plans, objectives and targets in terms of internal and external service standards.
- To contribute to other workload demands in the environmental health service and assist colleagues in undertaking their duties.

- To participate in the educational role of the environmental health service as appropriate.
- To apply and ensure compliance with environmental health related legislation to ensure the health, safety and welfare of the people of West Lothian. This will involve, but is not limited to, use of full range of notices and sanctions within relevant disciplines of service delivery, e.g.
    - Food safety (HEPN, RAN, powers of seizure and detention, approvals).
    - Health and safety (Improvement notices, Prohibition powers)
    - Statutory nuisance abatement.
    - Housing – closure, demolition, works notices, defective buildings.
    - Pursuance of air quality management areas and associated work.
    - Environmental impact assessment, and complex planning / development consultation responses.
- To initiate proceedings and prepare reports to the Procurator Fiscal in relation to environmental health legislation and in accordance with enforcement protocols, policies and procedures.
- Produce letters and reports in order to assist and ensure compliance with environmental health legislation.
- Ensure efficient and effective workload planning and prioritisation of tasks.
- Produce reports and present evidence in context of public inquiries, planning appeals, licensing applications and similar.
- Input and accurate update of information on computer database.
- Provide information and guidance to the general public and local businesses with regard to various aspects of environmental health.
- Work with management and colleagues to improve aspects of service delivery.
- Representation and presentation of environmental health matters at council and public meetings.
- Represent service and professional interests in internal and external groups and forums.
- Produce and present information, reports etc. to assist environmental health management and West Lothian Council ensure effective delivery of service.
- Conflict resolution.
- To maintain paper and computer based records, prepare reports and undertake appropriate surveys and research.
- To undertake further study in appropriate technical subjects related to the duties of the post and service delivery requirements.
- To undertake the duties of an authorised officer in terms of a wide range of environmental health related statutes.
- To undertake any other appropriate duties within the environmental health service as may be required by the Environmental Health and Trading Standards Manager.
- To carry out duties safely and in line with approved processes where applicable. To be mindful of health and safety of self and others.
- To carry out duties out with normal working hours, occasionally and as required.

Qualifications, Skills, Knowledge

Essential

Professionally qualified Environmental Health Officer, holding REHIS Diploma in Environmental Health (or equivalent professional qualification recognised by REHIS to practice as an EHO in Scotland).

Demonstration of ongoing professional development.

Experience of dealing with a wide cross section of people, with particular reference to dealing with members of the public and businesses.

Experience of handling complaints.

Excellent oral and written communication skills.

Administrative skills with regards to record keeping; report writing and; analysis of issues.

Ability to build good relationships with colleagues and customers.

Ability to handle conflict.

Ability to work effectively with others.

Ability to deal positively with change.

Ability to take personal responsibility and make decisions

Ability to work under minimal supervision and self-motivate.

Ability to research and investigate issues on their own initiative.

Influencing skills.

Integrity

Desirable

Other qualifications in environmental health.

Ability to prepare reports and statistics within a Windows based computer system.

Awareness of issues relating to diversity.

A broad knowledge of Environmental Health activities would be an advantage to assist a joined up approach to service delivery and advice to customers.

Full UK driving licence – pool vehicles are available as part of the Council travel strategy.