ORKNEY ISLANDS COUNCIL

Environmental Health Technician

Council Offices, School Place, Kirkwall

At a glance:

Grade: I
Salary: As per advert.
Allowances:

- Distant Islands Allowance

Job purpose:

Protect and maintain public health by providing technical assistance with all aspects of environmental health work, including personally dealing with high volume lower risk cases and providing a high-quality service to the public, partners and business community.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main duties and responsibilities

Investigate lower risk service requests (such as abandoned vehicles, litter, fly tipping, anti-social behaviour, pest control, dog fouling, etc.) and bring these to appropriate resolution in a timely way.

Support colleagues by providing technical assistance in connection with higher risk environmental health casework – across all areas of environmental health.

Collect evidence (including statements, documentary and label productions) for use in criminal proceedings in an appropriate and timely way.

Accurately take samples of air, land, and water and submit for laboratory analysis. Follow up unsatisfactory results and monitor remedial actions, liaising with specialist colleagues as required.

Procure and obtain samples of food and drink offered for sale in Orkney and correctly submit to the Public Analysist or Food Examiner in a timely way, ensuring evidential and cold chain remain intact. Refer unsatisfactory results to qualified food law officer for appropriate follow up.

Prepare relevant letters and reports in a timely way using language and style appropriate to the circumstances and audience.

Assist with preparation of reports to the Crown Office/Procurator Fiscal Service in connection with criminal offences arising under relevant environmental health legislation and attend Court, as required, to give evidence.

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.

Organise, coordinate and be in attendance for the regular PAT, LOLER and PUWER examinations and testing for the Council’s mass fatality equipment and ensure any follow up is undertaken in a timely way.

Must have access to a car and be able to drive a car or small van and travel throughout Orkney in performance of duties.

Responsibilities for all

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and requirements

Must have

The minimum knowledge required for this role can be evidenced by either: Holding a Science based qualification at SCQF 6/7, i.e., SVQ3, National Certificate, Foundation Apprenticeship, Advanced Higher, Scottish Baccalaureate, HNC, Certificate of Higher Education OR Having a minimum of 3 years previous relevant experience, as detailed in the experience section of this person specification.
Experience of working with people who may exhibit demanding or challenging behaviours.
Experience of using IT systems as part of day-to-day work (e.g. Microsoft Office).
Ability to demonstrate knowledge of local authority environmental health responsibilities.
Ability to demonstrate knowledge of systems and processes used for conducting investigations under Scottish criminal law.
Current UK driving licence and ability to drive a car or small van.

Requirements of the role

Disclosure/PVG:	Level 1	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	No	Term Time Post:	No