JOB DESCRIPTION – CITY DEVELOPMENT

IDENTIFICATION

Post Title:	Trainee Environmental Health Officer	Post Ref:	
Section:	Regulatory Services	Grade:	6
Responsible to:	Section Managers		
Responsible for:			

JOB PURPOSE

Assist and support the Regulatory Services staff in the various areas of related work and service provision, whilst undertaking the associated structured practical training to meet the requirements of the REHIS Scheme of Professional Practice for trainee/student Environmental Health Officers.

PRINCIPAL WORKING CONTACTS

Section Managers (Food Safety and Health & Safety, Public Health and Environment, Environmental Compliance)
Service Manager - Regulatory Services
Representatives of other Departments & Councils
Elected members\residents\traders.

MAIN DUTIES

Assist & support with the functions of the Food Safety and Health & Safety Section, including inspections of food preparation premises, SME commercial premises, etc.

Assist & support with the functions of the Public Health & Environment Section, including air quality, contaminated land, animal & pest control, etc.

Assist & support with the functions of the Environmental Compliance Section, including domestic and trade waste enforcement, littering, fly tipping, smoking prohibition, taxi licensing, licensing of sale of alcohol and anti-social domestic noise, etc.

Assist & support with the functions of the Trading Standards Section, including routine fair-trading inspections, weights & measures calibration checks, etc.

Assist & support with the functions of the Private Sector Services Unit, including the Improvement & Maintenance and Enforcement Sections.

Complete the 48-week minimum training programme associated with the REHIS Scheme of Professional Practice.

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: Trainee Environmental Health Officer

DIVISION/DEPARTMENT SECTION: Regulatory Services – City Development

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	BSc (Hons) in Environmental Health or relevant science Membership of appropriate professional body (REHIS, CIWM or IMS)	HNC or equivalent in Management Services and/or Waste Management Project management qualification	Application Form Inspection of qualifications
RELEVANT WORK/OTHER EXPERIENCE	Experience of working or general service provision to the general public Working knowledge of Microsoft packages, including Office 365, Teams, Word, Excel	Relevant work experience in Environmental Health/ Waste & Recycling Services Experience of computerised management systems & software	Application Form Interview questions & answer analysis
PARTICULAR SKILLS/ABILITIES	Excellent organisational & development skills Good communication skills – verbal and written Experience of report writing and providing effective presentations	Ability to identify areas for continuous improvement Staff engagement, development and management skills	Application Form Interview presentation and question & answer analysis
PERSONAL QUALITIES	Ability to work as part of a team or autonomously Flexible approach to work Good presentation skills Ability to liaise with the general public, community groups etc Willingness to develop new skills and undertake training	Approachable	Application Form Interview question & answer analysis
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Ability to complete the 48 week training programme associated with the REHIS Scheme of Professional Practice	Current driving licence (Level 3)	Inspection of documents at Interview