Job Outline

The Highland Council
Comhairle na Gàidhealtachd

Post: **Environmental Health Officer**
Location: Inverness
Hours: 35 hours per week (1 FTE)
Duration: Permanent
Service: Communities and Place
Grade: HC10 – £51506 - £56329
Contact: Eleanor Hood, Senior Environmental Health Officer
Tel: 07901281629 e-mail: Eleanor.hood@highland.gov.uk

Job Purpose:

1. Responsible for the full range of operational duties in relation to Environmental Health. In addition, there may be a requirement to undertake the role of a specialist officer.

2. Provide supervision, guidance and training to Technical Officers and Student Environmental Health Officers.

Further Information

This is an exciting opportunity to become part of the Environmental Health team that is committed to delivering the fullest range of regulatory duties throughout the Highland area. Environmental Health is the branch of public health which deals with all aspects of the natural and built environment that may affect public health, together with animal welfare and licensing duties. Much of the work is preventative and the team has an important role in ensuring the Highlands maintains its reputation of a safe and healthy place in which to live, work and holiday. We aim to support local businesses by providing advice on appropriate regulations and ensuring any regulatory activity follows the five principles of better regulation: Proportionate, Consistent, Accountable, Transparent and Targeted.

The Environmental Health Officer role is to undertake the full range of operational duties for environmental health. The responsibilities will include providing operational supervision and support to the technical officers and student EHOs.

The functions provided by environmental health in Highland Council include:

a) **Public Health Protection** which includes communicable disease investigation (e.g. Food-borne / waterborne disease, Covid19 and legionnaires Disease), private water supplies, statutory nuisances (e.g. foul odours, accumulations, premises in a poor state), smoking in public places, radon, airport and seaport health;

b) **Food Safety** covering food hygiene, food labelling, food export certification and food import checks;
c) **Health and Safety** including regulatory role in Local Authority enforced premises, accident at work investigations, business advice and complaint investigations.
d) **Private Sector Housing** including sub-standard housing, improvement and repairs grants, closing and demolition orders, Houses in Multiple Occupation and housing defects;
e) **Pollution Control** which includes Noise Control and local Air Quality management;
f) **Contaminated Land** covering the regulatory role for contaminated land prevention through development control, advisory role to other council services on asset transfer and development;
g) **Animal Health & Welfare** which can include dealing with Rabies control, Foot & Mouth disease, Anthrax, Avian Influenza and Bluetongue;
h) **Licensing duties** which include a general enforcement role for activities licensed under the Civic Government legislation. This includes the licensing of short term lets. The team also undertake the enforcement role for licensing of caravan sites, venison dealers, animal boarding establishments, zoos, cinemas, riding establishments, sports grounds, dangerous wild animals, pet selling, operating certain animal welfare establishments (including rehoming centres and animal sanctuaries), engaging in other animal rehoming activities and dog, cat and rabbit breeding;
i) **Dog Control**, **Pest Control**, **Dog Fouling**, **Litter** education & enforcement, fly-tipping, waste duty of care, abandoned vehicles.

The role will include undertaking visits to premises and sites to assess compliance with legal standards & guidance, provide advice to individuals on standards, and, when required, consider appropriate steps to improve standards. This may involve taking formal enforcement action and associated tasks such as gathering evidence and taking witness statements. The Environmental Health Officer will be expected to lead complex investigations and to prepare prosecution reports for submission to the Crown Office and Procurator Fiscal Service.

The successful applicant must have good communication skills, flexibility and diplomacy skills. The ability to manage and effectively prioritise workload with minimum of supervision and to work to strict deadlines will be required to deliver regulatory duties.

Employee Benefits

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

- Flexible working patterns including both full-time and part-time opportunities. We want to accommodate the right candidate for the post and we are able to assist life style choices and other commitments you may have. For example: compressed hours
- Competitive salary with an incremental scale and annual pay review.
- Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.
- 28 days paid holiday plus 7 Public paid holiday (pro rata for part-time staff), rising to 33 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
- Pension Scheme, including employers contribution of 19.5%
- A genuine commitment to the health and wellbeing of our employees with access to the new Employee Assistance Programme.
- Family Friendly staff policies including Parental Leave.
- Employee discount/reward schemes from major and local retailers.
- Cycle to Work scheme.

If you are interested in working for Highland Council and being part of a team providing a first-class service please view the further information, job description and person specification and then apply online.

The Highland Council

Ambitious, Sustainable and Connected.

The Highland Council vision is to be an ambitious, sustainable and connected Highland. The Council's goal is for the Highlands to be best place to live, to visit and to invest in. The Environmental Health provide statutory duties to over 6000 properties on private water supplies, over 5000 food businesses, and responding to almost 10,000 annual service requests on a wide range of public health, nuisance, housing, licensing, pollution, health & safety, dog control, animal health and incivility issues.

1. Job Description – Key Duties and Responsibilities

The role will specifically involve the following duties:

1. Carrying out Environmental Health Regulation and Advice duties, as appropriate, in terms of the delegation and authorisation of these from the Highland Council.

2. Supervising Technical Officers and student EHOs as necessary.

3. Contributing to the smooth running of the Environmental Health Team by ensuring performance targets are met and customer care is developed.

4. Liaising and working closely with Senior Environmental Health Officers in their capacities as Lead Officers and in relation to special projects.

5. Deputising, where necessary, for the Senior Environmental Health Officer.

6. To fully co-operate in all emergency situations that may arise from time to time.

7. Preparing reports and attending Committee meetings as necessary. This will include preparing reports to the Licensing Committee with recommendations as to the grant or refusal of licence applications and any conditions which should be applied. Attending meetings of the Licensing Committee.

8. Promoting good relationships with other Officers within Highland Council Services, external agencies and the general public.

9. Representing the Council at meetings, seminars, working groups etc. as appropriate.

10. Flexible working hours are an essential feature of this job role. This includes occasionally working out of hours at evenings and at weekends (day and evenings) to carry out food hygiene inspections, food poisoning investigations, environmental protection investigations, noise/light nuisance complaints or any other events as dictated by management and service needs. This includes promotional initiatives and events representing the Environmental Health Team.

11. To attend seminars, working groups and take part in additional training as deemed necessary.

2. Other Duties

The post holder may be required to perform duties appropriate to the post, other than those given in the Job Specification. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

3. Person Specification

Essential Attributes
In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. Broad-based experience in Environmental Health and evidence of continuing professional development.

2. Candidates must hold the REHIS Diploma in Environmental Health, or received confirmation from the Royal Environmental Health Institute of Scotland (REHIS) of the equivalency of their qualifications (further information on this process can be obtained by emailing contact@rehis.com).

3. The ability to manage workload and to work to strict deadlines.

4. The ability to work both independently and as a member of a team.

5. Working knowledge and experience in use of Microsoft office applications.

6. Good communicator and diplomacy skills.

7. Good organisational skills.

8. Capacity to work with complex issues.

9. A current UK driving licence and a commitment to regular travel across the Council area. Travel throughout Highland will be required.

Ideal Attributes
Ideally you will be able to provide evidence of the following:
1. Experience of working with the Civica APP (Flare) computer system.
2. Experience of supervising staff.
3. Experience in assessment and enforcement across the statutory regimes relating to Public Health and Environmental Protection
4. Relevant qualification in acoustics and noise control.

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:



- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council

Have an understanding of the importance of Health and Safety in the workplace, and familiarise themselves with the Highland Council's Health & Safety Procedures.