Aberdeenshire COUNCIL

Job Profile

July 2024

1. JOB IDENTITY

Post Title:	Senior Environmental Health Officer	**Service:**	Infrastructure Services
Service:	Environmental Health	**Grade:**	Senior Practitioner L
Reports to:	Team Manager		

2. JOB PURPOSE

- Participate in the delivery of the Environmental Health Service across the range of Environmental Health functions.
- Take a specialist/lead role in at least one specific legislative area or a lead role in a specific topic identified by the Service.

This post requires the ability to carry out site visits and inspections, which may include lone working, walking and driving to various types of environments, carrying sampling equipment and also working some unsocial hours where required to fulfil the role.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

3. CORE RESPONSIBILITIES / DUTIES

- Take a lead role in specialist and operational functions as required by the Service and provide colleagues across Aberdeenshire with guidance and information in that subject area. This may include policy development, updating and supporting colleagues with changes to legislation, guidance and/or working practice in that subject area.
- Attend Area Committees when required to provide information to Councillors in relation to planning consultation responses or other environmental health related topics.
- In conjunction with team members, ensure required duties in respect of all aspects of the Environmental Health Service, including Food Safety and Standards, Health and Safety, Pollution Control, Built Environment and Public Health are carried out across Aberdeenshire, while leading in more complex cases as required.
- Provide day to day support and supervision to Environmental Health staff, which includes coaching, mentoring, assisting team members, monitoring workloads and carrying out regular 1 to 1 meetings.
- Lead on policy, operational matters, and complex cases as identified by the Team Manager.
- Inspect premises/sites, both programmed and reactively, deciding upon and taking appropriate action to ensure compliance with the relevant legislation and communicating that action to the operator of the premises/sites appropriately. This includes assessing the risk that a premise may pose and determination of the frequency of future inspection necessary.
- Where necessary to ensure legislative compliance, take formal enforcement action, including submissions to the Procurator Fiscal, against businesses and individuals.

- Receive details of and investigate incidents and complaints for the full range of Environmental Health functions, including those from business, members of the public, Elected Members and third parties such as the Scottish Government, SEPA, APHA, FSS and NHS Grampian, deciding upon and taking appropriate action to ensure compliance with the relevant legislation, keeping interested parties informed as required.
- Operation of equipment for measuring specific criteria, such as noise, pH, air quality and the assessment and interpretation of results obtained from those measurements and other such results arising out of investigations.
- Participate in local, regional, and national focus and liaison groups in the specialist area and provide advice, education, support and guidance to customers, including businesses, both written and verbally, in a professional manner to promote compliance with legislation.
- Liaise with external organisations, including consultants, agents, solicitors, partner agencies, as necessary, in a professional and appropriate manner.

4. QUALIFICATIONS AND TRAINING

Essential:

- BSc (Hons) or MSc in Environmental Health
- Diploma or Certificate in Environmental Health granted by the Royal Environmental Health Institute of Scotland (REHIS) or equivalent.
- At least one additional qualification in an Environmental Health related subject: Certificate of Competence in Environmental Noise Management, NVQ Level 5 Health & Safety Regulation or NEBOSH Diploma, Advanced HACCP course, or equivalent.
- Demonstrated suitable level of Continuous Professional Development ie Chartered EHO or achieving comparable level of CPD.

Desirable:

- Additional qualifications or evidenced training in Environmental Health
- Membership of a suitable Professional Organisation, for example REHIS, or similar, and participation in their Continuous Professional Development Scheme

5. EXPERIENCE

Essential:

- Breadth of experience and extensive, in-depth, technical, specialist and theoretical knowledge across all aspects of the Environmental Health Service at Environmental Health Officer level.
- Demonstrable experience of taking a lead role in specialist areas and of dealing with complex and challenging cases.
- Demonstrable experience of communicating with the public in a work-related environment and of the ability to communicate appropriately at a senior public official level.
- Experience of working in the Local Government environment.
- Experience of taking formal enforcement action.

Desirable:

- Experience in the supervision, mentoring and training of employees.

6. KNOWLEDGE AND SKILLS	
Essential:	• A wide and detailed understanding of the Environmental Health subject area. • Demonstrable expert knowledge in at least one specialist area, either a specific legislative area or a specific function. • Ability to work on own initiative and to plan and manage own workload. • Good interpersonal skills and the ability to communicate well, both in writing and verbally, considering the recipient of the information. • Ability to gather information on a specific topic and to make an informed decision, taking any action that is necessary and appropriate. • IT skills appropriate to the needs of the Service which may include use of specific software packages.

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee has a car available, whenever required, to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post.