Environmental Health Officer

JOB PROFILE

Incorporates

Section 1 **Post Descriptor**

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SECTION 1: POST DESCRIPTOR

1. JOB DETAILS	
Job Title: Environmental Health Officer	
Department: Regulatory and Regeneration	**Section:** Planning & Building Control
Reports to: Principal/Service Co-ordinator.	**Grade: 8**
Position Number: CS0948 and multiple	**Gauge Reference:** A3800

2. JOB PURPOSE

To contribute to the provision and development of an effective professional environmental health service for the purposes of protecting the public from risks to their health, safety and wellbeing.

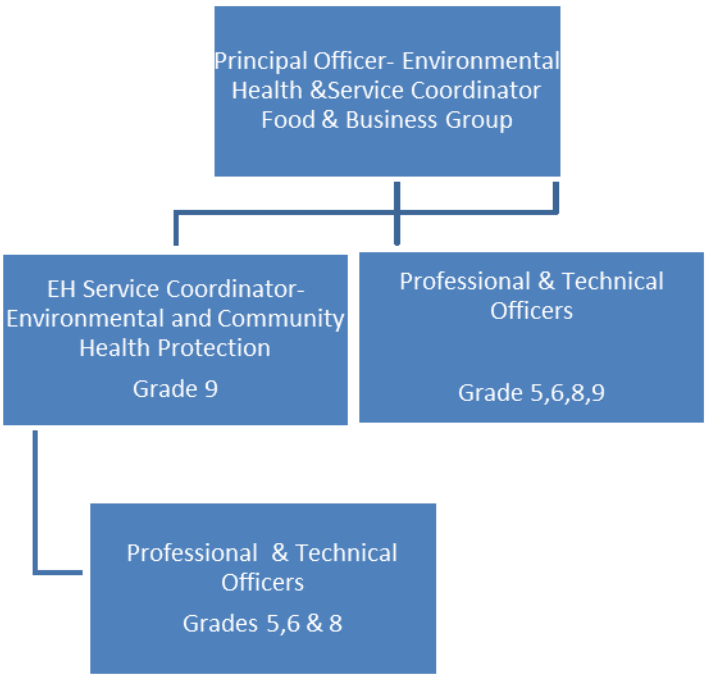
3. DIMENSIONS and SCOPE OF JOB
(including budgetary and staffing responsibilities)

Budget: None

Staffing Direct: No direct staff responsibilities

Staffing Indirect: Provide advice and guidance to Environmental Health Assistants/Technicians in relevant matters and to contribute to the provision of training of student EHOs.

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

Building Standards, Planning and Environmental Health includes the statutory services associated with Environmental Health. The Environmental Health Service is divided into two specialist groups; Environmental and Community Health Protection and Food and Business.

Environmental and Community Health Protection is managed by a service coordinator who reports to the Principal Officer of Environmental Health. The Food & Business Group is managed by the Principal Officer. The services includes:-

- Food and workplace safety enforcement and training services.
- Regulatory activity to support licensing functions including, animal welfare, private rented housing, houses in multiple occupation, cinemas, caravan sites, petroleum, poisons and explosives.
- Prevention, investigation and control of infectious diseases.
- Monitoring and managing pollution including noise, contaminated land, air and water quality.
- Responding to public and environmental health concerns and taking appropriate action to secure compliance.
- Provision of pest and dog control services.
- Educating and training the community and businesses in activities enforced by the services.
- Officers inspect business premises and processes, investigate service requests from the public, take samples for laboratory analysis and take the appropriate regulatory action and undertake criminal investigations and special projects.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- Provide appropriate advice, information, and consultancy within the service, to other Council Services, public, local businesses, national agencies, Scottish Government and other interested parties.
- Undertake a range of inspections, interventions and visits and ensure the resultant administrative and enforcement activities are implemented.
- Undertake any necessary environmental or public health surveillance.
- Sampling and monitoring in accordance with service programmes and protocols, and participation in any appropriate surveys or special investigations.
- Maintain statutory registers and service records.
- Investigate incidents, accidents and complaints and ensure appropriate action is undertaken.
- Issue appropriate approvals, licenses, certificates, registrations or other necessary permissions.
- Prepare reports to committees, licensing board, Scottish Government, Cosla, Health Board, Procurators Fiscal, etc.
- Assist in the development statutory strategic plans as appropriate (e.g. contaminated land, local air quality).
- Participate in projects, campaigns and undertake talks and other health education duties.
- Attend and participate in working groups, liaison groups and committees.
- Act as a source of day to day professional support to environmental health assistants/technicians, admin employees and graduate trainees.
- Conduct research into relevant matters and take a lead role in one or more of the main environmental health activities and/or specialisms.
- Participate in and maintain a record in order that continuing professional development can be demonstrated.
- Carry out all duties in a professional manner in line within the policies and framework agreed by Council and Service Management.
- Maintenance of environmental monitoring equipment
- Preparation of applications for external funding bids.
- Contribute to the development, implementation and review of key specific plans and policies to ensure service delivery meets relevant national and customer service standards.
- Work outwith normal working hours where required to fulfil the duties of the post and be flexible in respect of working hours. From time to time, the officer may be required to attend incidents or events out with normal working hours. In the very rare event of their being an emergency out with normal hours you may be contacted for telephone advice or be expected, if available, to attend an incident.
- Any other duties appropriate to the grade.

7. PROBLEM SOLVING

The post holder is expected to solve problems with minimal recourse to line management. This may involve applying existing procedures, devising new procedures, resolving service failures, and interpreting the law to ensure it is applied correctly and

consistently across the many different scenarios within a wide range of environmental health functions.
Problems are often complex in nature arising from interpretation of legislation and technical guidance. Various contentious issues of political and community concern can arise on a regular basis.

The post holder therefore requires specialist knowledge and the ability to effectively communicate complicated technical and legislative requirements to the council, senior officers and the general public.

8. PLANNING

The post holder is responsible for contributing to the development of a number of statutory and Environmental Health service plans.
In addition to Food Law and Health & Safety enforcement issues, the wider service operational plan also covers areas of planning in respect of air quality monitoring, contaminated land investigation, housing standards, water quality, general public health protection and customer service excellence.

9. ASSIGNMENT AND REVIEW OF WORK

Routine enforcement work is legislatively driven and the post holder is expected to deliver these aspects without prompting from the Principal/Service Co-ordinator.

The post holder reports directly to the Environmental Health Principal/ Service Co-ordinator/.
Supervision is carried out informally by ad hoc meetings as required by either party, and formally by minuted meetings of the relevant Environmental Health Group and at bi-monthly minuted one-to-one meetings with the Principal/ Service Co-ordinator.
Regular Be The Best Conversations are held with the Principal/Service Co-ordinator at which planned objectives for the year are discussed and progress monitored.

Work is driven from a wide range of sources including National Bodies (Health and Safety Executive, Food Standards Scotland, Health Board, Scottish Environment Protection Agency, Royal Environmental Health Institute of Scotland) and the Scottish Government. Work is also driven from the general public, elected members, local business, other council services, Licensing Board and partner authorities through various local liaison groups.

Work is reviewed by departmental managers, Strategic Leads and Strategic Director at the monthly performance meeting. Pentana is the Council corporate performance measurement tool into which all service plans are input and progress monitored.
The post holder is required to draft briefings for members, senior managers etc. when requested as well as to draft reports for committees in relation to specific topics.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:

Day to day communication is with the Environmental Health Principal Officer, Service Co-ordinator for the Group, Elected Members and other services. In addition the post holder will attend internal working groups, committees and other meetings as necessary.

External communications and working relationships:

- Scottish Government. Grant applications, formal returns, reports, seminars/meetings.
- Food Standards Scotland. Audit, meetings, returns, seminars, training.
- Health and Safety Executive. Audit, meetings, returns, seminars, training.
- Greater Glasgow and Clyde Health Board. Meetings, seminars, training, Problem Assessment Groups (PAGs) and Incident Management Team (IMT) meetings.
- Scottish Environment Protection Agency. Meetings, seminars.
- Attendance at Court, Tribunals. Prosecutions, Appeals.
- External consultants. Contaminated land remediation projects, veterinary services, funeral service provision.
- Police Scotland. Licensing (Dangerous Wild Animals, HMOs, Private Landlords), event planning, anti-social noise joint work.
- Scottish Fire and Rescue. HMO licensing, cinema licensing, caravan site licensing, Health and Safety issues in commercial premises.
- Glasgow Scientific Services. Laboratory services.
- MPs, MSPs.
- Audit Scotland. External performance scrutiny.

11. DECISION MAKING

The post holder will be required to make a wide range of decisions for each of the various functions of the Environmental Health Service that he/she enforces including the appropriateness of enforcement action, interpretation of relevant legislation, issue of licences, approvals, registrations etc.

The post holder works within a legal framework and is expected to develop and suggest innovative pragmatic solutions to complex problems often which may lead to local controversy and adverse community reaction. Solutions must be in line with legislative requirements and council policies and take cognisance of community need and better regulation.

All proposed decisions must be fully transparent, evidence based and capable of withstanding scrutiny in Court. The post holder will utilise their experience and knowledge gained to inform them when making decisions and using their judgement.

12. MOST CHALLENGING PART OF THE JOB

Requirement to keep up to date with continual change in relevant legislation and deliver services across a wide range of differing functions.

13. GENERAL

Disclosure/PVG membership: Basic (criminal conviction check)

Politically Restricted Post: No

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Job Profile may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC Training

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available, including any mandatory courses and timescales for these to be completed. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

Listed below are the training requirements which must be completed in order to undertake this position, with timescales where appropriate. Noting this is in addition to generic WDC training listed above.

The post holder must have completed an Environmental Health Degree and the Royal Environmental Health Institute of Scotland Diploma in Environmental Health or equivalent qualification recognised by REHIS in order to be considered for this post.

Post Descriptor Prepared by: Eilidh Paton- Principal Officer **Date:** 02.04.25

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
Degree or equivalent in Environmental Health.	Membership of the Royal Environmental Health Institute of Scotland having attained or working towards Chartered status.
Diploma in Environmental Health	
	Auditing qualification (e.g. Lead Assessor, HACCP or similar)
Training	
Commitment to continuing professional development	Further qualifications and /or training in environmental health related disciplines
Experience	
Wide experience in all areas of Environmental Health work.	Track record of managing processes and procedures to a high standard
Proven track record of meeting targets and deadlines.	
Knowledge and Skill	
Sound technical and legal knowledge and proven track record of effective enforcement action.	
Excellent report writing skills.	
Excellent interpersonal skills	
ICT and/or data management skills	
Disposition	
Confident manner	Driving Licence
Well-motivated	
Commitment to principles of ‘better regulation’ and joint working	
Enthusiasm	
Team player	
Customer focussed	
Flexible	