

## Post: Environmental Health Officers (Commercial)

- Salary/Grade: up to £31,371 per annum (career graded salary)
- Hours/Days: 37 hours per week
- Fixed Term/Perm/Temp/Casual: Permanent
- Location: Wingerworth, Chesterfield, Derbyshire S42 6NG
- Interviews will be held in response to when successful applications are received

### About the Opportunity

We are looking for experienced, motivated and knowledgeable Environmental Health Practitioners to join our successful Joint Environmental Health Service in our Commercial Enforcement team.

You will play a pivotal public health role, principally ensuring food businesses meet their hygiene obligations through inspection programmes, enforcement and sampling but also carrying out interventions and investigations in relation to communicable disease, health and safety at work, animal welfare, and private water supplies.

### About You

You will possess a relevant qualification in Environmental Health and will be registered with the Environmental Health Registration Board (or currently working towards registration) or equivalent. You will have a thorough understanding of food safety and will be able to demonstrate your ability to meet the competency requirements of an Authorised Officer in accordance with framework requirements of the Food Law Code of Practice. A full driving licence and use of a car is also required.

In return we offer an excellent range of benefits: -

- Competitive salary;
- Essential car user allowance;
- Discounted leisure centre membership;
- Local Government Pension Scheme;
- Flexible working between the hours of 7am and 7pm;
- Continued professional development;
- Up to 34 days annual leave

Our location means that we also offer easy access to the Peak District and major cities of Derby, Manchester, Sheffield, Nottingham and Leicester, as well as encompassing new and emerging businesses on the M1 corridor.

### Contact Details

For an informal discussion about the post, please contact Helen Rawson – Senior Environmental Health Officer on (01246) 217849 or [helen.rawson@ne-derbyshire.gov.uk](mailto:helen.rawson@ne-derbyshire.gov.uk)

## Application Pack

If you are interested in this post, please visit the Jobs pages on the North East Derbyshire District Council (NEDDC) website:

<http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website at: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from:

- The NEDDC Contact Centre on 01246 217640.
- Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

## JOB DESCRIPTION

<b>Job title and post number</b>	Environmental Health Officer
<b>Service Area and Directorate</b>	Joint Environmental Health Service Place
<b>Reports to</b>	Senior Environmental Health Officer (Commercial) Environmental Health Manager
<b>Direct reports</b>	None
<b>Grade</b>	Career Graded Grade 8, 10 & 11 SCP 17 – 31
<b>Salary range</b>	Grade 8 £23,836 to £26,317 per annum (Bar - Qualified EHO with EHRB Pending) Grade 10 £28,785 to £31,371 per annum (EHRB Registered) Grade 11 £31,371 to £33,799 per annum (EHRB Registered + Line Management responsibility)

### Job purpose

To undertake the full range of duties and responsibilities within the Commercial Team.

To undertake the full range of duties and responsibilities, subject to the necessary skills training and experience, within other Sections of the Department as and when required in order to meet service demands.

### Duties and responsibilities

1. Deal with complaints and service requests received and undertake any necessary, site visits, meetings and research to ensure an effective and thorough investigation relating to: Food Safety, Health and Safety, Infectious Disease Control, Animal Licensing and Private Water Supplies.
2. Complete any correspondence and reports required throughout investigations and prepare statutory notices and prosecution files as appropriate.
3. Undertake programmed and reactive inspections of premises and vehicles where appropriate, in accordance with relevant environmental health legislation, guidance and powers.

4. Collect evidence and conduct interviews and investigations in accordance with formal procedures, including Police and Criminal Evidence Act 1984, Human Rights Act 1998 and all other relevant legislation.
5. Represent the Council and attend meetings of the Council, Courts of Law, Public Inquiries and other meetings etc. in connection with Environmental Health duties.
6. Carry out routine and non-routine monitoring and sampling as and when required including relevant data analysis and interpretation where necessary.
7. Monitor and maintain all equipment to ensure it is within safe working order and identify any repair or replacement needs as necessary.
8. Provide relevant advice and support to any stakeholder in relation to legislative requirements, codes of practice and guidance.
9. Assess reports and documents as required by consultations and investigations and compile any necessary correspondence/reports, providing appropriate advice or recommendations.
10. Manage a personal caseload and effectively plan and programme that workload to achieve performance targets and service standards.
11. Ensure all records are kept up to date and accurate, including the Environmental Health database, paper records and any other recording methods deemed necessary.
12. Provide clear, concise and accurate reports including committee reports with recommendations and any other relevant documents as required.
13. Contribute to the development of and participate in projects, initiatives and campaigns as required.
14. Develop and maintain positive working relationships with other departments of the Council, external agencies and organisations, to ensure partnership working in service delivery including the sharing of intelligence or making appropriate referrals.
15. Act as lead role for a specified area within Environmental Health as directed in accordance with qualifications and experience.
16. Keep up to date with all relevant legislation, practices and policies and contribute to the development of any service changes and improvements.
17. Ensure a prompt and effective response in the event of any Environmental Health emergencies.

18. Support and promote a strong customer focussed culture within the service and work to increase community and customer/user involvement.

### **Working conditions**

1. The post holder is required to work outdoors and will incur regular exposure to very disagreeable, unpleasant or hazardous situations.
2. The job requires direct involvement both in person and by telephone with vulnerable and challenging clients and with people whose personal circumstances or behaviour could place emotional demands on the post holder or cause emotional upset.
3. The work may involve dealing with people under stressful and emotionally charged situations.
4. The work may involve adult or child protection issues or dealing with people with mental health or physical disabilities, so awareness of safeguarding issues are important.
5. Serious verbal abuse, aggression or other anti-social behaviour from members of the public is an unavoidable feature of the job.
6. The post holder will be expected to work flexibly and attend meetings/inspections/events out of normal office hours as the need arises.
7. The post holder is required to be able to inspect at height, climb ladders, enter confined spaces and work with drainage where appropriate and within strict compliance of all Health and safety procedures.

### **Corporate Duties and Responsibilities**

To familiarise yourself with the principles of, and key Council documents and policies relating to:

1. Health and Safety at Work.
2. Equality and Diversity.
3. Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
4. Customer Service.
5. Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how Community Safety can be improved when the functions of the Authority are exercised).
6. Safeguarding Vulnerable Adults
7. Child Protection Policy.
8. Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

<b>Approved by:</b>	Helen Rawson - Senior Environmental Health Officer (Commercial) & Matt Finn, Environmental Health Manager
<b>Date approved:</b>	August 2018
<b>Reviewed:</b>	August 2019

**PERSON SPECIFICATION**

<b>Post Title:</b> Environmental Health Officer	<b>Section:</b> Joint Environmental Health Service		
<b>Directorate:</b> Place			
<b>1 Knowledge (Essential)</b>	<b>AM</b>	<b>(Desirable)</b>	<b>AM</b>
1.1 A thorough knowledge of the legislation and codes of practice within Environmental Health.	a & i	1.2 A good understanding of local government and its structures.	a & i
<b>2 Qualifications (Essential)</b>		<b>(Desirable)</b>	
2.1 Degree / Diploma in Environmental Health or relevant equivalent specialist Degree.	a,i & c		
2.2*Registration with the Environmental Health Registration Board (EHRB) where applicable.	a,i & c		
2.3 Own transport/current full UK driving licence in order to undertake site investigations across the district. Alternative arrangements may be agreed for applicants with a relevant disability.	a,i & c		
<b>3 Experience (Essential)</b>		<b>(Desirable)</b>	
3.1 Experience of working in a relevant service area of Environmental Health.	a & i	3.6 Experience of enforcement work within Environmental Health Services.	a & i
3.2 Experience of dealing with the public and partners, over the phone, face to face and in writing.	a & i		
3.3 Experience of handling complaints, maintaining confidentiality and responding sensitively in respect of complex and difficult situations.	a & i		
3.4 Experience of maintaining and updating computerised and paper records and returns.	a & i		
3.5 Organising and prioritising own workload to ensure deadlines and targets are met.	a & i		
<b>4 Skills (Essential)</b>		<b>(Desirable)</b>	
4.1 Effective IT skills including MS Office and relevant systems such as IDOX database.	a & i	4.8 Previous experience of using IDOX database.	a & i

<p>4.2 Ability to work to deadlines and manage competing priorities.</p> <p>4.3 Ability to work independently and as part of a team.</p> <p>4.4 Effective negotiating, influencing, diplomacy and advocacy skills.</p> <p>4.5 Excellent customer care skills and the ability to form productive working relationships.</p> <p>4.6 Excellent communication skills both verbally and in writing.</p> <p>4.7 Ability to handle conflict situations.</p>	<p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p>	<p>4.9 Presentation and facilitation skills.</p>	<p>a &amp; i</p>
<p><b>Other Requirements:</b></p>			
<p><u>Career Grading Details:</u></p> <p>*Grade 8 – Entry/trainee level post-holder possesses Degree in Environmental Health or similar and limited range of relevant skills and experience required for the role.</p> <p>Grade 8 Bar – Possesses Degree in Environmental Health or similar. For EHO role post-holder has successfully completed some of the professional exams, practical training and log book (Experiential Learning Portfolio) work with either the CIEH or equivalent. For EPO role, post-holder has successfully completed some postgraduate/professional training in relevant subject area. For both posts, individuals must also possess a significant range of relevant skills and experience required for the role.</p> <p>Grade 10 Bar – Fully qualified, post-holder has successfully completed postgraduate/professional training,/registration/qualifications in relevant area and possesses considerable range of relevant skills and experience required for the role, undertaking full duties and responsibilities of the role.</p> <p>Grade 11 Bar – Fully qualified, post-holder has successfully completed postgraduate/professional training/registration/qualifications in relevant</p>			



<p>area and possesses considerable range of relevant skills and experience required for the role, undertaking full duties and responsibilities of the role, <b>plus</b> line management responsibilities</p>			
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**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, (c) certificate check (o) others**

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

<b>Approved by:</b>	Helen Rawson - Senior Environmental Health Officers (Commercial) & Samantha Bentley, Environmental Health Manager
<b>Date approved:</b>	August 2018
<b>Reviewed:</b>	May 2019