

**Job Description**

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| **Department** | **Directorate of Place** |
| **Job Title** | Environmental Health Officer – Food and Health & Safety Team |
| **Grade** | H |
| **Primary Purpose of Job** | To undertake effectively and efficiently the delivery of a broad range of environmental health duties in order to maintain, improve and promote living, working and trading conditions throughout the Borough. |
| **Reporting To** | Principal Environmental Health Officer |
| **Direct Staffing Reports** | This is not a line management post but staff may be required to supervise other staff from time to time. |

**Main Duties**

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| **1** | To provide professional and technical expertise necessary to effectively carry out duties of an environmental health officer. | |
| **2** | To effectively contribute towards achieving the Service aims and objectives in implementing the Council’s policies and programmes relating to health and environment. | |
| **3** | To contribute towards the Department’s strategic aims and the Council’s key priorities as outlined in the Community Strategy and the Bolton Plan. | |
| **4** | To work as part of a team on specified regulatory work and related issues as required, and to contribute to the preparation of, and to participate in, the implementation of work programmes and strategies. To lead on specific technical areas. | |
| **5** | To give professional and technical advice, as required, and to undertake specific duties as allocated in work programmes. | |
| **6** | To instigate informal and formal enforcement action, as necessary, including the preparation of cases for legal proceedings and attendance in court as required. | |
| **7** | To prepare and present reports as required and to represent the service as required at case related meetings, committees, meetings, seminars and joint liaison bodies. | |
| **8** | To provide legal and technical advice to businesses and the public, as required, aimed at increasing awareness of environmental health issues. | |
| **9** | To work as part of a team on specified parts of the service’s work and related issues as required, and in particular in the following areas of Food and Health & Safety work;   * The inspection of premises within the Local Authority enforced sector in accordance with the risk-based inspection programme and to seek compliance with Environmental Health legislation using both formal and informal means. * The investigation of complaints; workplace accidents; food borne infections and incidents with the aim of securing compliance with the law and prevention of a re-occurrence. * The scrutiny of statutory notifications (including asbestos removal, defects in lifting equipment and pressure systems etc.) and ensuring that remedial work is undertaken to ensure compliance with the appropriate legislation. * Provision of advice relating to food safety; hygiene; food standards and health and safety matters to employees, employers, Trade Union reps and members of the public etc * Participation in the providing information and education on all food safety; hygiene; food standards and health and safety related topics. * The implementation of the provisions of the Health Act 2006 in relation to smoke free premises. * The utilisation, interrogation and updating of records on the database. * Liaison with other agencies to an extent required to carry out the duties of an Environmental Health Officer | |
| **10**  **11**  **12**  **13**  **14** | To participate as required in the promotion of current priority issues and other educational initiatives.  To give professional and technical advice.  To undertake and carry out such other duties as may be necessary for the efficient and effective operation of the Service, displaying at all times an open minded and flexible attitude to the continually changing work environment and Service demands.  To generally assist service management in all aspects of the service’s work and to be available, when required, to undertake necessary out of hours working including responding to emergency situations.  To have due regard to safe working practices in carrying out or delegating tasks and in particular, having regard to Council policies and codes of practice. | |
| **Date Job Description prepared/updated:** | | **December 2022** |
| **Job Description prepared by:** | | **Environmental Health Manager** |
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**Person Specification**

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| **Department** | | | **DIRECTORATE OF PLACE – REGULATORY SERVICES** | | | |
| **Job Title** | | | **ENVIRONMENTAL HEALTH OFFICER** | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | **Technical knowledge and skill**  Good all-round knowledge (including legislation and formal guidance) in this area of work and ability to effectively apply that knowledge | | | | | Application Form/Interview |
| 2. | Communication Skills Ability to communicate effectively (both orally and in writing) with a wide variety of people. | | | | | Interview |
| 3. | **Organisational Skills**  Ability to organise own work and the work of others and the ability to interpret, work within and evaluate management objectives and strategy. | | | | | Application form/Interview |
| 4. | **Decision Making Skills**  Ability to evaluate, consider options and make decisions. | | | | | Interview |
| 5. | **Investigative Skills**.  Ability to accurately collect and record information.  Awareness of information sources. | | | | | Application form/Interview |
| 6. | **Analytical Skills**  Ability to organise and examine data and to be able to identify relationships between sets of data. | | | | | Interview |
| 7. | **Computer Skills**  Demonstrably computer literate with the ability to create, manipulate and interrogate documents, spreadsheets and database packages. | | | | | Interview |
| 8. | Educative Skills Ability to effectively combine the roles of adviser, educator and enforcer, including the ability to influence the behaviour of others in order to gain compliance in environmental health matters. | | | | | Application form/Interview |
| 9. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Diploma or degree in Environmental Health and be registered as an EHO with the Environmental Health Officers Registration Board. | | | Application form, qualification certificates. | |
| 2. | | Post qualification experience of food and health and safety law enforcement | | | Interview. | |
| 3. | | Experience in prosecutions; including serving notices; preparing legal files and giving evidence in court. | | | Application form | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview | |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview | |
| 3. | | The demands of the role are not always predictable and there is an expectation that some work outside of normal office hours will be required. | | | Interview | |
| 4. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy. | | | Interview | |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | | |
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| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | Post graduate qualifications in subjects related to the duties of the post. | | | | |  |

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| **Date Person Specification prepared/updated: Mar 18** |  |
| **Person Specification prepared by: Head of Service** |  |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





