



# **JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)**

<b>JOB TITLE:</b>	<b>Environmental Health Officer</b>		
<b>GRADE: JOB CODE:</b>	G9	<b>SERVICE AREA:</b>	Regulatory Services
<b>REPORTS TO:</b>	Team Leader – Environmental Health	<b>LOCATION:</b>	Civic Centre ( <b>or as Otherwise Directed</b> )
<b>SPECIAL CONDITIONS:</b>	<ol style="list-style-type: none"> <li>1. The post holder must possess the statutory professional qualification for Environmental Health Officers.</li> <li>2. The post holder will be required to undertake duties based on the needs of the service outside normal working hours as directed by the Head of Public Health and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.</li> <li>3. The post holder must meet the mobility requirements of the post.</li> </ol>		

## **1. Main purpose of the job role:**

- Under the direction of the Team Leader Environmental Health to enforce all legislation administered by the Environmental Health Division and to perform other related duties as required in order to promote public health and safety and assist local businesses

## **2. Role specific duties and accountabilities:**

- The inspection of trading premises and practices to ensure compliance with relevant legislation.
- To detect and investigate infringements of the law.
- To prepare prosecution reports and as required give evidence in court, Tribunals and Enquiries.
- To serve notices within delegated powers and service arrangements and perform those enforcement and technical functions within the Division as required.
- To be responsible for the safe custody of evidence, exhibits and court documents as appropriate.
- To participate in joint enforcement exercises across Council services and with other enforcement agencies as directed.
- To investigate consumer and trade complaints.
- To participate in sampling programmes, screen testing, surveys and research as directed.
- To carry out projects, prepare reports and such statistical data and correspondence as may be required for colleagues, other local authorities, partner agencies and organisations, Councillors and Committees.
- To advise local businesses, commerce and consumers on criminal and technical matters
- To provide educational and promotional material and give talks and lectures on the Division's work as required.
- To assist the Regulatory Services Manager to meet corporate priorities, strategies and policies, for example with respect to the aim to reach excellence.
- To keep abreast of the developments in the field of Environmental Health, identifying personal training needs and keep colleagues fully apprised of these developments and their implications.
- To supervise those staff allocated to the post holder and be responsible for their discipline and welfare.
- To assist with the implementation and regulation of the Division's quality assurance systems.
- Compliance with all corporate policies relating to health and safety, equal opportunities, crime reduction and community safety and service delivery.
- To assist with the training of staff within the Division.
- To undertake such other duties as may be commensurate with the grade and nature of the post.

### 3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



**Walsall Council**

JOB TITLE: Environmental Health Officer		GRADE: G9	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document			
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)			
1. Excellent written communication skills.		A/I	3
2. Excellent verbal communication skills.		I	3
3. Able to interact with a variety of people/organisations, including members of the public, trade and industry, statutory/voluntary bodies and other services within the Council		A/I	3

4. Work as part of a team.	A/I	3
5. Methodical approach to work and attention to detail.	A/I	3
6. Aptitude for practical and technical matters.	A/I	2
7. Aptitude for information technology/computer literate.	A/I	2
8. Aptitude for public speaking.	I	1
9. Ability to investigate criminal offences.	I	3
10. A sound working knowledge of relevant legislation particularly the Food Safety Act 1990 and the Health and Safety at Work Act 1974.	I	3
11. Supervise staff effectively.	A/I	2
12. Able to contribute to the maintenance and operation of the Environmental Health Service Quality Management System.	A/I	2
13. Prepared to work out of office hours as necessary.	I	2
14. Awareness of, and commitment to, equality of opportunity and issues which apply to the Environmental Health service.	A/I	3
15. Understanding of health and safety requirements relating to post.	A/I	1
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Evidence of continuous professional development (where applicable)		
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
1. The post holder must possess the statutory professional qualification for Environmental Health Officers.	A/I	3
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>	Paul Rooney	<b>Date:</b> 16 <sup>th</sup> July 2019