



JOB TITLE:	Health and Safety Officer		
GRADE:	G7	SERVICE AREA:	Environmental Health
JOB CODE:	NEI66HEALG7		
REPORTS TO:	Team Leader – Environmental Health	LOCATION:	Civic Centre, Darwall Street, Walsall, WS1 1TP
SPECIAL CONDITIONS:	<ol style="list-style-type: none">1. The post holder will be required to undertake duties based on the needs of the service outside normal working hours as directed by the Regulatory Services Manager.2. The postholder must meet the mobility requirements of the post		
1. Main purpose of the job role: Under the direction of the Team Leader - Environmental Health to undertake regulatory duties in relation to Environmental Health, positively contribute to the Public Health agenda and support local business, residents and partner agencies to fulfil their legal duties in support of a strong economy.			
2. Role specific duties and accountabilities: <ol style="list-style-type: none">1. To investigate complaints and accidents relating to workplaces and work practices particularly in reference to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).2. To undertake programmed or project-based inspections of premises and work practices to ensure compliance with the Health and Safety at Work Etc Act 1974.3. To deal with skin piercing registrations and inspections and investigate complaints in relation to this and other aspects of the beauty sector.4. To inspect premises (and respond to complaints) in the respect of companion animals for example pet shops, boarding establishments, breeding establishments, riding establishments and dangerous wild animals and make recommendations to Senior Officers over their suitability to be licensed.5. To assist in the investigation of cases and outbreaks of human and animal diseases and support senior officers in containing major outbreaks of disease.6. To assist in the development and implementation of a food, water and environmental sampling programme.			

7. To assist in the implementation of projects commissioned by or agreed in partnership with Public Health or other Agencies.
8. To assist with the audit of work practices and premises and the production and implementation of safe systems of work in relation to the duties and activities undertaken by Regulatory Services and advise management of their implications.
9. To investigate complaints relating to waste disposal and resolve through formal action or negotiation.
10. To undertake the Council's statutory duty of arranging burials or cremations of deceased persons where it appears no other suitable arrangements have been made. Including recovery of costs where possible.
11. Maintain such electronic and paper records as are required to meet legal, analytical and service monitoring and reporting requirements.
12. To prepare for senior management prosecution reports and as required give evidence in court, tribunals, public enquiries or coroners inquests.
13. To serve legal notices on responsible persons and duty holders within delegated powers and service arrangements and perform those enforcement and technical functions within the Division as required.
14. To be responsible for the safe custody of evidence, exhibits and court documents as appropriate.
15. To participate in joint enforcement exercises across Council services and with other enforcement agencies as directed.
16. To liaise with and advise local businesses on an ongoing basis to ensure compliance with law and best practice.
17. To assist in the sourcing, development and distribution of educational and promotional material relating to the work of Regulatory Services.
18. To keep abreast of developments in the field of health and safety, identifying personal training needs and keep colleagues fully apprised of these developments and their implications.
19. Compliance with all corporate policies relating to health and safety, equal opportunities, crime reduction, information governance, community safety and service delivery.
20. To assist with the training of staff within the Division.
21. To undertake such other duties as may be commensurate with the grade and nature of the post.

COMMON RESPONSIBILITIES: All team members

1. To work as part of a flexible team providing a high-quality service to individuals and organisations.

2. To develop a broad understanding of the Council's values and vision, together with an in depth understanding of how these aims and objectives impact on the postholder's duties and responsibilities and the Section as a whole.
3. Understand and develop work practices and improvements in line with working smarter.

A. Team Working

1. To work co-operatively with colleagues within the values of the Service and the Council so as to achieve the aims, objectives, standards and targets of the post, the team and the Council.
2. To use personal skills, knowledge and experience to optimum effect within the limits of the post.
3. To independently and effectively deal with enquiries from all sources, including telephone callers and personal visitors. This includes responding to correspondence on general, technical and specialist matters within the jobholder's competence.
4. To initiate, attend and be an active participant in working/project groups and other meetings as the team's representative to identify, discuss and resolve current issues.
5. To inform the relevant senior staff of all matters of concern arising within the scope of the post.
6. The postholder must at all times carry out his/her duties with due regard to the Council's employment policies, with particular reference to Equal Opportunities and Health & Safety.

B. Quality

1. To contribute to the Department's continued achievement of quality standards, including work within working smarter initiatives.
2. To seek to continually improve administration systems in use within the team, particularly in relation to how these impact on the post. To participate positively in the implementation of new working methods and practices as required.
3. To maintain a good understanding of, and competence in using, the administrative systems of the team, including computer-based systems.

C. Personal Development

1. To work positively and constructively with the line manager to identify strengths and agree action in relation to development needs, to set these out in a personal development plan and to review this at least annually with the line manager.
2. The postholder is responsible for his/her own self development on a continuous basis and as such will be expected to undergo suitable training.
3. To be aware of current national and local issues relating to Local Government and to the Authority insofar as they impact on the post or the postholder.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

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 their areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- 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.



JOB TITLE	GRADE	
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	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - 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.	A/I	3
Leadership - 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	
Accountability - 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.	A/I	3
Transparency - 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.	A/I	3
Ethical - 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.	A/I	3
Abilities/Skills:		
1 Excellent written communication skills to be able to write reports for management and stakeholders and compile prosecution files as well as be able to communicate in writing with the full range of service users	A/I	3
2 Excellent verbal communication skills to represent the service at corporate and external forums and to be able to give evidence in court. To be able to mediate and negotiate between parties and communicate with the full range of partners and service users including those subject to bereavement or serious injury.	A/I	3
3 Excellent team player and ability to train and mentor colleagues	I	2
4 Possess good organisational skills with a methodical approach to work and attention to detail	A/I	3
5 Aptitude for technical matters including interpretation and analysis of sample results.	I	3
6 Must demonstrate computer literacy skills in terms of presentation, communication, data input, research and development.	A/I	2
7 Excellent public speaking and presentation skills to represent the service at corporate, regional, multi agency and other strategic and	A/I	3

	operational forums as required and to give evidence in civil and criminal courts and licensing hearings		
8	Able to develop and maintain good working relationships with a wide range of people and organisations, including other LAs, departments, partners and stakeholders, public and community groups	A/I	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.			
9	Experience of investigating criminal offences and a good working knowledge of the full range of tools and powers for effective enforcement of Environmental Health legislation	A/I	3
10	Good knowledge of Health and Safety legislation.	A/I	3
11	Understanding of health and safety requirements relating to the post	A/I	2
12	Significant experience of investigating criminal offences and enforcement of legislation.	A/I	3
13	Demonstrate good customer care and influencing skills	A/I	2
14	Evidence of continuous professional development (where applicable)	A/I	2
Qualification: 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.			
15	The postholder must hold or be working toward a NEBOSH General Certificate or higher relevant qualification.	A	
Other Essential Requirements			
16	An awareness of, and commitment to, equality of opportunity	A/I	2
17	Awareness of, and commitment to, confidentiality and handling data	A/I	2
Prepared by:		Date:	