

**Job Description**

**Job Title:** EHO /Senior Environmental Health Officer

**Salary Grade:** Grade 7-8

**SCP:** 26-35

**Job Family:** Regulation and Technical

**Job Profile:** RT 5

**Directorate:** Economy and Place

**Job Ref No:**

**Work Environment:** Agile

**Reports to:** Principal Environmental Health Officer

**Number of Reports:** none

**Purpose:**

To manage complex applications, regulatory issues, projects, schemes and functions with minimal supervision for completion within prescribed timescales, costs and specifications. To ensure the Council’s statutory duties are discharged in relation to Environmental Health with minimal supervision and within prescribed timescales

**Key Responsibilities:**

The carrying out of technical duties in respect of a wide range of environmental health legislation.

These duties will include, but not be limited to, the inspection of premises with regard to the regulation of food hygiene, food standards, health and safety, the sampling of environmental media or food products and the gathering of evidence relating to environmental health offences.

**Main Duties**

* To investigate requests made to the Council, including gathering relevant evidence, relating to the full range of environmental health legislation enforceable by the Council.
* To undertake visits, inspections, surveys and investigations as directed, in relation to the Council’s Environmental Health function.
* To undertake enforcement activities including the service of formal notices, orders, preparation of case papers for prosecutions, preparation of civil penalty charges and attending Court and the First Tier Tribunal to give evidence.
* To give specialist advice, as required, on any matter within the professional or technical competence or knowledge of the post holder.
* Produce reports, letters, notices, schedules, plans and other appropriate documents as may be required.
* To undertake monitoring and sampling, using appropriate technical equipment.
* To provide specialist technical support to colleagues as may be reasonably required.
* To keep and maintain paper and electronic office records, produce reports and complete statistical returns as required.
* The carrying out of such environmental health duties as may be required, including work outside normal office hours from time to time.
* To maintain agreed performance targets and to meet the requirements of relevant performance management and inspection regimes.
* To attend such meetings as a representative of the Authority as may be necessary, some of which may be outside normal office hours.
* To comply with all relevant legislation to ensure effectiveness in the role.
* To undertake any other duties of a similar nature commensurate with the level of the post as required by the Assistant Director of Housing Services
* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* The post holder must have a competent working knowledge of the Service’s IT applications including inputting and extracting data.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council