



# South Tyneside Council

## REGENERATION AND ENVIRONMENT

### JOB DESCRIPTION

**POST TITLE:** Environmental Health Officer

**GRADE:** Band 8

**RESPONSIBLE TO:** Operations Manager - Environmental Health

#### Overall Objectives of the Post:

To effectively contribute to the work of the Environmental Health Service in ensuring that South Tyneside is a clean and attractive place to live and visit, that it is safe, and that it is helping create communities where people are healthy. In particular, to ensure that the local environment is protected, maintained and improved and that the Council plays its part in local and national policy measures aimed at influencing environmental quality on a wider scale.

#### Key Tasks of the Post:

##### *1. You will achieve these objectives by:*

- Conducting scheduled inspections of industrial and commercial processes prescribed for regulatory control by the Pollution Prevention and Control Regulations 2000 and other similar legislation; ensuring the maintenance of satisfactory standards and compliance with relevant legislation and guidance and by determining and implementing action as necessary.
- Conducting formal investigations into statutory nuisance and other complaints, which are of a more complex nature and co-ordinating those of a more straightforward nature; implementing enforcement action as appropriate.
- Conducting programmed interventions of food premises and ensuring the maintenance of satisfactory standards of food hygiene and food standards, determining and implementing action as necessary to adequately ensure public safety and consumer protection.
- Conducting programmed interventions of workplaces and ensuring the maintenance of satisfactory standards of occupational health, safety and welfare, determining and implementing action as necessary to adequately ensure the safety of employees and others.
- Investigating and resolving client complaints concerning the supply of food, the conditions of food and other commercial premises, and unsafe working practices, determining and implementing action as necessary to adequately ensure maintenance of satisfactory standards.
- Investigating and resolving formally notified accidents and dangerous occurrences, and otherwise reported workplace safety incidents, determining and implementing action as necessary.
- Co-ordinating the investigation of notified incidents of infectious disease in order to determine the likely source and prevent further spread of infection.
- Conducting general property surveys for the purposes of establishing comprehensive stock condition data and as part of planned neighbourhood sustainability assessments.

- Conducting property inspections and assessments in line with the Housing Health and Safety Rating System and implementing enforcement action, where appropriate.
  - Carrying out inspections of Houses in Multiple Occupation to ensure that they meet the appropriate standards and can therefore be issued a mandatory licence.
  - Carrying out investigations of illegal eviction and/or harassment cases, when reported.
  - Gathering evidence for legal proceedings and be prepared to give evidence in Court when required.
  - Contributing to the team's response to emergency incidents.
  - Assessing the potential environmental health impacts of licensing and development proposals and any other relevant issues.
  - Identifying and utilising opportunities for educational, promotional and media activities as a means of improving standards and raising awareness across a range of client groups.
  - Assisting in positively promoting the Environmental Health Service.
  - Deputising for the Operations Manager - Environmental Health, as and when required.
- 2. *You will contribute positively to the continuous improvement of the Council's Environmental Health Service. You will:***
- Actively participate in the formulation, implementation and review of continuous service improvements through the service planning and other similar processes.
  - Actively participate in the identification of continuous personal and professional development requirements and their fulfilment.
  - Progressively develop your skills, competences and experience, and maintain an in-depth understanding of the environment in which the service operates.
  - Contribute to the personal development of trainees and technical and administrative support staff.
- 3. *You will consistently demonstrate the personal qualities and behaviours required of an Environmental Health Officer. You will:***
- Carry out all of your work to the highest professional standards and in accordance with the Council's policies and procedures in order to provide an excellent standard of service to the Council's customers and to enable the Council to meet its objectives.
  - Take responsibility and accountability for your performance.
  - Work in a positive and co-operative manner with other members of the Team.
  - Treat fellow team members, customers and colleagues with respect and dignity.
  - Reflect the Council's values in daily contact with partners, stakeholders and customers.
  - Recognise the achievements of team members and effectively deal with poor performance.
  - Be a champion for Development Services and a source of support and encouragement for colleagues.
  - Demonstrate excellent problem solving abilities, an attitude towards delivering service goals and a pragmatic approach to daily tasks.
  - Consistently strive towards making a difference in the quality and impact of services delivered by the Service.
  - Effectively work with colleagues across Development Services to exploit opportunities for greater synergies and efficient ways of working.
  - Contribute positively to team meetings.

- Demonstrate total professionalism, propriety and value equality and diversity.

**You will progressively develop your skills, competences and experience, and maintain an in-depth understanding of the environment in which the service operates.**

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SW/KDS

Date: 08/09/2020