There are three stages within the Career Progression Scheme for Environmental Health Officers. The table below shows the pay grades applicable to each stage of the scheme. At each stage the minimum requirements of qualifications, knowledge, skills and experience that individual needs to meet is described. Normal incremental progression will apply to pay grades, subject to the grade bars. Performance and competence will be reviewed as set out in the Council’s Appraisal process.

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| **Career Level** |  | **Experience and Qualifications** |  | **Ability, Skills and Knowledge** |  | **Personal Attributes** |
|  |  |  |  |  |  |  |
| **Level 1**  **Trainee Environmental Health Officer**  **Grade 6** |  | * Qualified to degree level or equivalent * Experience of working in a busy team * Experience of dealing with customers |  | * Knowledge and understanding of environmental health practice in the areas of: food safety and integrity; public protection and well-being; health and safety; housing and community; environmental protection and sustainability. * Able to interpret and apply relevant legislation, with support. * Able to carry out investigations and take appropriate action, with support. * To effectively use ICT to prepare documents, record information and input data. * To communicate effectively verbally and in writing as well as to be able to persuade, negotiate and influence effectively. * To see tasks through to completion in a timely and accurate way. * To work in a fast paced and demanding work environment. * Flexible and motivated team member who contributes positively to the environmental health team. * Good interpersonal skills with the ability to communicate effectively with a variety of people, often in challenging situations. |  | * To demonstrate the Council’s values. * Commitment to work towards attaining postgraduate qualification approved by the Chartered Institute of Environmental Health (CIEH). * To carry out duties as may be required including work outside normal office hours from time to time. * To attend meetings as a representative of Sunderland City Council, some of which may be outside of normal office hours |

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| **Career Level** |  | **Experience and Qualifications** |  | **Ability, Skills and Knowledge** |  | **Personal Attributes** |

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| **Level 2**  **Environmental Health Officer**  **Grade 7** |  | * Undergraduate or postgraduate degree approved by the Chartered Institute of Environmental Health (CIEH) * Experience of working in a busy environmental health team |  | * Good knowledge and understanding of environmental health practice in the areas of: Food safety and Integrity, Public Protection and Well-being, Health and Safety, Housing and Community and Environmental Protection and Sustainability * Able to interpret and apply relevant legislation, with support where necessary. * Able to carry out investigations and take appropriate action. * To effectively use ICT to prepare documents, record information and input data. * To communicate effectively verbally and in writing as well as to be able to persuade, negotiate and influence effectively. * To see tasks through to completion in a timely and accurate way. * To work in a fast paced and demanding work environment. * Flexible and motivated team member who contributes positively to the environmental health team. * Good interpersonal skills with the ability to communicate effectively with a variety of people, often in challenging situations. |  | * To demonstrate the Council’s values. * Commitment to work towards attaining Chartered Environmental Health Practitioner status (or equivalent) * To carry out duties as may be required including work outside normal office hours from time to time. * To attend meetings as a representative of Sunderland City Council, some of which may be outside of normal office hours |
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| **Career Level** |  | **Experience and Qualifications** |  | **Ability, Skills and Knowledge** |  | **Personal Attributes** |

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| **Level 3**  **Senior Environmental Health Officer**  **Grade 8** |  | * Undergraduate or postgraduate degree approved by the Chartered Institute of Environmental Health (CIEH) * Environmental Health Registration Board (EHRB) Certificate of Registration or Registration as a Chartered Environmental Health Practitioner * Experience of working in a busy environmental health team |  | * Thorough knowledge and understanding of environmental health practice in the areas of: * Food safety and Integrity * Public Protection and Well-being * Health and Safety * Housing and Community * Environmental Protection and Sustainability * Able to speak confidently with managers on a range of complex environmental health issues and manage complex matters * Able to work with minimal supervision in interpreting and applying relevant legislation and carrying out investigations and taking appropriate action. * Effectively use ICT to prepare documents, record information and input data. * To communicate effectively verbally and in writing as well as to be able to persuade, negotiate and influence effectively. * To see tasks through to completion in a timely and accurate way. * To work in a fast paced and demanding work environment. * Flexible and motivated team member who contributes positively to the environmental health team. * Good interpersonal skills with the ability to communicate effectively with a variety of people, often in challenging situations. |  | * To demonstrate the Council’s values. * To carry out duties as may be required including work outside normal office hours from time to time. * To attend meetings as a representative of Sunderland City Council, some of which may be outside of normal office hours |