

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Senior Environmental Health Officer /EPO	<b>Director/Service/Sector</b> Development & Regulatory Services - Public Protection / Environmental Health / Public Safety		<b>Office Use</b>
<b>Band:</b> 9	<b>Workplace:</b> Area or Centre Office		<b>JE ref:</b> 929 <b>HRMS ref:</b>
<b>Responsible to:</b> Area Team Leader	<b>Date:</b> February 2009	<b>Manager Level:</b>	
<b>Job Purpose:</b> To operate over a specific technical area of work activities and deal with the more complex problems arising in that field. To be responsible for, administer and co-ordinate the day to day work activities of a section and ensure necessary actions are taken to achieve the objectives of the area team and service.			
<b>Resources</b>	Staff	Supervisory responsibility for a number of professional, technical and support staff providing area wide services	
	Finance	To be accountable for spending of allocated services budgets. Managing contracts with clients and contractors, fee generation and collection	
	Physical	Technical equipment associated with work area. Maintain premises databases, records and reports for work area. Lease car	
	Clients	The public, businesses, industry, elected members, local and national government bodies, professional Institutions and support organisations, Parish & Town Councils	
<b>Duties and key result areas:</b>			
<p>Discharge the Council's responsibilities under public and environmental protection legislation, Codes of Practice and guidance through the inspection or sampling of products or premises, interpretation of compliance with legal requirements, decision of an appropriate course of action in accordance with the Council's Enforcement Policy and implementation of that action.</p> <p>Conduct investigations of incidents, persons, premises or activities.</p> <p>Implement Council policies and ensure operating procedures and guidance are followed.</p> <p>Provide information and guidance on good practice to encourage compliance and support businesses.</p> <p>Provide information to residents to promote a better environment and healthy lifestyle.</p> <p>Manage the officers the post holder is responsible for including the administration and co-ordination of the day to day work activities, maintenance of records and performance statistics.</p> <p>Assist the Area Manager in service planning.</p> <p>Ensure a professional service level is delivered, be able to demonstrate the section's performance against service plans, adapt the service area in response to legislative change and develop the service in the future, responding to customer needs and council priorities.</p> <p>Fulfil the corporate aims and policies of the council in respect of people management, staff development, working terms and conditions, equality, employee relations, employee health, welfare and attendance,</p>			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
<b>Work Arrangements</b>			
Transport requirements:	Full driving license required. Travel within and outside of the Area Committee and County area.		
Working patterns:	Flexible hours to ensure duties are fulfilled, including (occasional) evening, night and weekends and Bank Holidays. Lone working. Emergency response.		
Working conditions:	Office, outside, inspecting kitchens in food businesses & hazardous work activities, industrial and commercial premises, farms, private residences, filthy and verminous premises, rodent infestations, choked drains and sewers and other public health hazards.		

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**PERSON SPECIFICATION**

<b>Post Title:</b> Senior Environmental Health Officer /EPO	<b>Director/Service/Sector:</b> Development & Regulatory Services - Public Protection / Environmental Health / Public Safety	Ref: 929
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<p>Broad knowledge of Environmental Health to Degree or equivalent level.</p> <p>Relevant professional qualification Degree level or equivalent standard of general education Evidence of recent relevant Management Training Holder of EHORB certificate (for EHO post) Thorough knowledge and understanding of relevant service legislation, best practice and contemporary issues. Evidence of continual professional development in a related area Literacy and numeracy.</p>	<p>Management qualification or accredited management training. Range of additional relevant qualifications. Annual 20 hours minimum Continued Professional Development (CPD).</p>	a,i,o (cert)
<b>Experience</b>		
<p>Considerable recent and relevant professional experience related to the post after obtaining an EHRB Certificate of Registration or relevant degree. Direct experience of enforcement. Experience of giving evidence in Court, Inquest or Public Inquiry Experience of supervising other professional officers or support staff through: regular instruction; regular checking of work; regular allocation of work; organisation of work; evaluation and appraisal of work; evaluation of working methods; employee development.</p>	<p>Broad range of professional experience in more than one field of Environmental Health.</p> <p>Experience of administering HR procedures such as recruitment, training needs or disciplinary</p>	a,i,r
<b>Skills and competencies</b>		
<p>A high level of competency as an EH professional. Developed; investigative, analytical, interpretive, communicative, educative, organisational and attitudinal skills. Ability to communicate effectively with a wide range of audiences within the workplace and the professional work area. Good motivational and team leading skills. Ability to act as a coach and mentor. Good Keyboard &amp; IT skills and competencies appropriate to the work area (for example for writing reports, letters, compiling records, statistics, work plans, tables, spreadsheets and databases and use of the service's computer management system) Ability to use relevant technical equipment (for example noise meters &amp; recording equipment, specialist food safety or health and safety at work testing equipment)</p>	<p>Applied use of communication skills using different media (presentations, written or oral) to a range of audiences (for example members of the public, businesses, elected representatives, professional bodies). Applied use of keyboard and IT skills. CLAIT European Computer Driving Licence (ECDL) Technical equipment suppliers training.</p>	a,i,r,p,o (cert)
<b>Physical, mental and emotional demands</b>		

<p>Ability to work in cramped spaces or in awkward positions in the course of inspections, for example looking under equipment, in roof spaces, water supply storage tanks, plant rooms, cellars, examining drainage/sewerage.  Prolonged sitting for example at a desk, using a PC or driving.  Standing and walking generally and in the course of inspections.  Lifting and carrying equipment for example briefcase/inspection bag, water and other samples, cool box, technical equipment.  Visual attention for prolonged periods when conducting inspections, driving, during presentations, meetings &amp; training.  Close visual attention when examining samples.  Organoleptic assessment of odours.  Audible assessment of noise.  Visual attention and mental concentration for extended periods daily when; for example, reading incoming post; compiling and writing reports; using a PC for data entry or writing; reading and digesting legislation, documents, reports, technical advice; and checking work.  Mental demands in balancing and prioritising a number of work activities or cases which may be going on simultaneously and with frequent interruptions from work colleagues, staff, members of the public, businesses and others in the form of face to face meetings, telephone calls, emails, personal callers.  Mental demands in balancing and prioritising conflicting work demands arising daily from deadlines, unexpected reactive work, demands from government agencies or others, for example, committee reports, the need to respond to an urgent and serious problem, infectious disease notification, work place accident, national food alert.  Emotional demands in occasionally dealing with individuals in connection with environmental health matters who do not exhibit normal rational behaviour or have personal problems which result in a 'request for service' and are unpredictable, unwillingness to accept alternative points of view or comprehend the implications of their actions.  Emotional demands in occasionally dealing with business people, members of the public or others who are angry following enforcement action or notification of intention to prosecute.  Emotional demands in occasionally dealing with a severely injured person or relatives of a deceased person as part of an accident investigation or with persons making an official complaint about a Council service or the conduct of staff who may be angry, distressed or disturbed.</p>		a,i,
<p><b>Other</b></p>		
<p>Full driving licence  Able to undertake evening/night, early morning and/or weekend work occasionally at short notice.</p>		licence

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

## National Qualification Framework

The three regulatory authorities have updated the National Qualifications Framework for England, Wales and Northern Ireland as part of a review of regulatory arrangements. (The three regulatory authorities are QCA, ACCAC and CCEA).

The NQF is designed to help with career progression and act as a guide to learners to make informed decisions about their training needs.

It aims to:

- promote access, motivation and achievement in education and training, strengthening international competitiveness
- promote lifelong learning by helping people to understand clear progression routes
- avoid duplication and overlap of qualifications while making sure all learning needs are covered
- promote public and professional confidence in the integrity and relevance of national awards.

The following table provides an indication of the new frameworks.

National Qualifications Framework	Framework for Higher Education Qualification levels (FHEQ)
8 Specialist awards	D (doctoral) doctorates
7 Level 7 Diploma Professional qualifications	M (masters) masters degrees, postgraduate certificates and diplomas
6 Level 6 Diploma Professional qualifications	H (honours) bachelors degrees, graduate certificates and diplomas
5 Level 5 BTEC HND	I (intermediate) diplomas of higher education and further education, foundation degrees, higher national diplomas
4 Level 4 Certificate	C (certificate) certificates of higher education
3 Level 3 Certificate (OND) Level 3 NVQ A levels	
2 Level 2 Diploma Level 2 NVQ GCSEs Grades A*-C	
1 Level 1 Certificate Level 1 NVQ GCSEs Grades D-G	
Entry Entry Level Certificate in Adult Literacy	

The use of levels in the NQF is to indicate the generally comparable outcome of an award but does not indicate that different awards share purpose, content and outcomes.