NORTHUMBERLAND COUNTY COUNCIL

JOB DESCRIPTION **APPENDIX 1**

Post Title: Environmental Health Officer (fully qualified)	**Director/Service/Sector** Place/ Housing & Public Protection/ Public Health Protection Unit		**Office Use**
Grade: Band 8	**Workplace:** Area or Centre Office/ Agile working available		**JE ref:3470** **HRMS ref:**
Responsible to: Senior EHO (B9) &/or Team Manager (B10)	**Date:**	**Manager Level:** Middle	

Job Purpose: To use professional knowledge, skills and judgement in the identification, solution and/or management of a highly varied and complex range of environmental problems. To investigate, inspect and audit complex domestic and commercial activities, gathering interpreting and analysing technical and legal information. To use a diverse range of statutory and non statutory tools to resolve complex issues. To assist residents and businesses resolve problems and improve their environment and quality of life.

Resources Staff	Occasional supervisory responsibility for a professional, technical or support staff member providing area wide services.
Finance	Shared responsibility for spending of allocated services budgets, fee generation and collection in some areas
Physical	Technical equipment associated with work area. Maintain premises databases, records and reports for work area.Use of public protection pool car or van.
Clients	The public, businesses, industry, elected members, local and national government bodies, professional Institutions and support organisations, Parish & Town Councils.

Duties and key result areas:

1. To discharge the Council's responsibilities and statutory duties under public safety and environmental protection legislation, Codes of Practice and guidance through the inspection or sampling of products or premises, interpretation of compliance with legal requirements.
2. Conduct investigations of incidents, persons, premises or activities as required for the specific service area. Including investigations of complex case work that requires a thorough knowledge of the legislative requirements.
3. To respond to all requests for service in an efficient and effective manner carrying out the appropriate actions in line with the Public Protection service plan and statutory, legal requirements.
4. Implement Council policies and ensure operating procedures and guidance are followed.
5. Assist senior staff to provide information and guidance on good practice to encourage compliance and support businesses.
6. Provide information to residents to promote a better environment and healthy lifestyle.
7. Maintain all relevant records and statutory registers and assist with the collation of performance statistics.
8. Provide professional advice to the Team Manager to assist in service planning.
9. Ensure a professional service level is delivered, be able to demonstrate performance against service plans, assist in the adaptation of the service area in response to legislative change and assist in the development of the service in the future, responding to customer needs and council priorities.
10. To participate as necessary in emergency actions / response in technical areas outside the normal work area.
11. To prepare and serve necessary enforcement notices on individuals and businesses. To prepare case files for prosecution. To attend court or public enquiries as an expert witness when needed. To attend and defend inspection outcomes or enforcement actions at the relevant tribunals e.g.the Residential Property Tribunal.
12. To appropriately exercise independence and initiative to use enforcement powers across a range of legislation including those in respect of emergency closure of food premises, emergency prohibition of residential property, health and safety prohibition notices, seizure of equipment in relation to nuisance etc.

13. To Chair multi-agency meetings, (within the context of the work of the Safer Northumberland Partnership), task and finish.groups, technical groups and committees and regional liaison groups
14. To carry out programme management for specific projects and programmes within a developed area of professional expertise.
15. To represent the service at meetings with parish & town councils. To act as a service liaison officer with ward councillors for specific issues.

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. The Post Holder will be subject to a DBS check.

Work Arrangements

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, domestic, commercial, and industrial locations including working outdoors in inclement conditions in remote rural locations. Exposure to human and animal wastes, blood, body fluids and other contaminated and infective material. Locations occasionally cramped, filthy and/or infested with vermin. Exposure to foul odours, domestic and industrial noise and locations or situations which could be distressing, obnoxious or repugnant. Frequently exposed to emotional/distressed individuals.

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PERSON SPECIFICATION **Appendix 2**

Post Title: EHO (fully qualified)	**Director/Service/Sector:** Place/ Housing & Public Protection Public Health Protection Unit	Ref:
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
Thorough knowledge of Environmental Health. Qualified to Degree or Masters Degree or equivalent level in Environmental Health. Significant post graduation, professional, at work experience. Successfully completed CIEH/REHIS graduate professional exams and the CIEH/REHIS Professional Portfolio of Practice. Holder of the EHRB certificate of registration as an Environmental Health Practitioner. Thorough knowledge and understanding of relevant service legislation, best practice and contemporary issues. Evidence of continual professional development in a related area Very good levels of literacy and numeracy.	Range of additional relevant qualifications. e.g. Diploma in Acoustics. Chartered Environmental Health Practitioner status. Evidence of successfully completing project management training.	a,i,o (cert)
Experience		
Considerable recent and relevant professional experience related to the post Direct experience of enforcement.	Broad range of professional experience in more than one field of Environmental Health.	a,i,r

Experience of working with equipment, tools relevant to the technical area Experience of working with other professional and technical officers or support staff Experience of working with both external and internal partners to deliver a statutory service	Experience of giving evidence in Court, Inquest or Public Inquiry	
Skills and competencies		
A high level of competency as an Environmental Health professional. Well developed; investigative, analytical, interpretive, communicative, educative, organisational and attitudinal skills. Well developed ability to communicate effectively with a wide range of audiences within the workplace and the professional work area. Good Keyboard & 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) Well developed ability to use relevant technical equipment (for example noise meters & recording equipment, specialist food safety or health and safety at work testing equipment) 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).	Technical equipment suppliers training.	a,i,r,p,o (cert)
Physical, mental and emotional demands		
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. Frequent visual attention for prolonged periods when conducting inspections, driving, during presentations, meetings & training. Close visual attention when examining samples. Organoleptic assessment of odours. Audible assessment of noise. Visual attention and mental concentration for prolonged 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. Physical ability to withstand working in locations with strong obnoxious odors and repugnant or offensive environments. Mental demands in balancing and prioritising a number of work activities or cases which may be going on simultaneously and with frequent interruptions		a,i,

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, workplace accident, national food alert. Emotional demands in regularly 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 regularly dealing with animal cruelty, individuals living in squalid conditions, individuals being exploited and those at risk of radicalisation. Emotional demands in regularly 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.		
Other		
Full driving licence Able to undertake evening/night, early morning and/or weekend work occasionally at short notice.		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