JOB DESCRIPTION

JOB TITLE: Environmental Health Enforcement Officer

GRADE: 4

DIVISION: Regulation and Enforcement

SECTION: Environmental Health

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 Under the general direction of the appropriate Regulation and Enforcements Operations Team Manager, conduct or cause to be conducted investigations (of premises and land), respond to requests for assistance and enforce relevant statutory provisions in accordance with delegated powers, aimed at protecting and improving public health and the environment.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To comply with the City Council’s health and safety policies.

2.2 To follow safe working practices and assist in the maintenance of good housekeeping practices in order to achieve a safe and healthy working environment.

2.3 To contribute to the review and preparation of relevant risk assessments.

2.4 To be responsible for maintaining relevant records, data and statistics using computer systems, where appropriate.

2.5 To comply with the Division’s Enforcement Policy.
2.6 to carry out inspections, enforcement activities, investigations, exercises, surveillance, respond to requests for assistance, education and monitoring duties of the following subject:

- nuisance control, pest control, drainage, offensive accumulations, waste management and environmental Crime
- environmental pollution control relating to the atmosphere, water and land
- filthy and verminous premises
- health promotion and education
- infectious disease control
- inspect medium and low risk food premises in accordance with the Food Standards Agency codes of practice
- to take food and water samples and submit then to the laboratory service and Public Analyst
- food and water complaints

2.7 To act as an enforcement officer in accordance with the delegated powers and for that purpose to prepare, sign, serve and enforce statutory notices. To take evidence, prepare prosecution files and attend court as necessary.

2.8 To implement enforcement and educational activities and projects including the production and maintenance of promotional materials, aimed at protecting and enhancing the environment. To promote the aims of Environmental Health, where appropriate, by working with other departments, agencies and community groups.

2.9 To assist in the implementation of new technology

2.10 To undertake sampling programmes on own initiative

2.11 To liaise with partner organisations

2.12 To comply with the provisions of the Division’s quality procedures and participate in the Division’s Quality Management systems including carrying out audits, attendance at meetings and consideration and preparation of documentation as required.
2.13 to prepare reports, provide data and statistics on work undertaken, and deal with day to day correspondence. To make and keep records of requests for assistance, inspections and actions taken as may be required and maintain accurate records of work carried out.

2.14 To give a verbal and occasionally prepare brief written reports for presentation at District and/or Ward meetings and provide management information as required.

2.15 To manage own professional development and to participate actively in internal and external training programmes including identification of training needs and to assist in the training of students and other staff.

2.16 To meet individual work programmes and targets.

2.17 To assist on the training of students and staff.

2.18 will be required to assist in responding to emergency incidents as necessary.

2.19 To carry out such other duties commensurate with the grading of the post as may be allocated from time to time.

**OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**3.0 SUPERVISION RECEIVED**

3.1 **SUPERVISING OFFICER JOB TITLE:**
Environmental Health Operations Team Manager

**JOB NO:**

3.2 **LEVEL OF SUPERVISION**
Plan own work to ensure the meeting of defined objectives.
4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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5.0 SPECIAL CONDITIONS

Preferable car user

May be required to work outside of office hours.

To work from any administrative centre in the City to meet the operational needs of the organization.

May be required to travel nationally.
## PERSON SPECIFICATION

**DIVISION:** Regulation and enforcement  
**SECTION:** Environmental Health  
**GRADE:** 4

**Method of Assessment (M.O.A.)**  
AF = Application Form  
I = Interview  
T = Test  
P = Presentation

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
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<tr>
<td><strong>EXPERIENCE</strong> (Relevant work and other experience)</td>
<td>Good understanding of EH functions and Legislation.</td>
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<td>Knowledge and experience of enforcement of Environmental Health legislation and interpretation of National and/or European Technical standards.</td>
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<td>Preparing high level, good quality, accurate reports and giving evidence in Court.</td>
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<td>Experience of working with the public.</td>
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<td><strong>SKILLS AND ABILITIES</strong></td>
<td>Able to carry out inspections and investigations as appropriate to the post.</td>
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<td>Self motivating. Able to work as an individual or as a member of a team.</td>
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<td>Able to deal sensitively, tactfully and professionally with conflict situations.</td>
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<td>Able to demonstrate high level of commitment, reliability and initiative.</td>
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<td>Willing and able to learn from peers irrespective of their grade.</td>
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<td>High standard of written and verbal communication skills.</td>
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<td>Ability to work under pressure and to meet targets and deadlines.</td>
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<td>Understanding and commitment to the needs of a multi-cultural society and the effects of equal opportunities on service delivery.</td>
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<td>Ability to produce consistent high quality work.</td>
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<td>Use of IT packages including word processing and e-mail.</td>
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<td>Ability to work out of normal office hours.</td>
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| TRAINING | Willing to participate in training in the provisions and enforcement Environmental Health legislation and associated legislation relating to enforcement procedures. | I
| EDUCATION/QUALIFICATIONS | Degree/MSC Environmental Health or Good standard of education and NVQ qualification in Advanced Investigative practices, or willingness to achieve this standard or Good standard of education, experience of working within the field of Environmental Health and a willingness to undertake further training as required. | AF/I |
| OTHER | Desirable but not essential: Able to drive and hold a current driving license. | AF/I |

*ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY*