



Craven District Council

Job Description

Environmental Health

Job Title: Environmental Health Technical Officer (part-time)
Grade: Scale 6
Reports to: Environmental Health Team Leader

Job Purpose

To carry out the full range of duties of an Environmental Health Technical Officer from simple investigations/inspections to the most complex cases.

General Duties and Enforcement Work

- To monitor and enforce, where appropriate, evidence found within the Craven District for any contraventions under the provisions of the relevant legislation within the remit of the service
- To respond to service requests from the public and other enquiries undertaking investigations as necessary, taking appropriate action, including enforcement where necessary
- To respond to all service requests appropriately and in accordance with the council policies and procedures
- All evidence and investigation to be completed using appropriate council enforcement policy and procedures and in line with conditions set out in the Police and Criminal Evidence Act (PACE)
- To assist with the deployment and recovery of NOx tubes as part of the Councils air quality monitoring programme
- To assist with carrying out private water supply sampling and risk assessments, taking appropriate action, as necessary
- To assist with food safety inspections, taking appropriate action, as necessary.
- To assist with food sampling, taking appropriate action, as necessary
- To pursue enforcement action where appropriate and in response to any investigation and collection of evidence
- To issue the appropriate enforcement notice for offences where appropriate in accordance with council enforcement policies and procedures
- To assist in the preparation and submission of relevant cases for prosecution and assist legal services in presenting prosecution cases in court, attending as a witness where necessary
- To ensure effective and efficient recording of work details and case progression including the use of computer software
- To engage in a good working relationship with other key departments in undertaking investigations and enforcement work
- To liaise and work with external bodies where necessary

- To assist where necessary with flooding and distribution with sandbags as required and assist with culvert monitoring and clearing
- To assist with the storage and distribution of sandbags as required
- To use all equipment and tools appropriately, reporting any loss or damage immediately to line manager
- Use as required all Personal Protective Equipment as required to maintain both yours and any other person's safety and wellbeing. Reporting any loss or damage immediately
- To work with the Environmental Health Team Leader in developing and carrying out the duties of the service
- To participate in Performance Development Review meetings and undertake such additional training where necessary that's associated with the post

Publicity and monitoring

- To undertake health education and health promotion in relation to the relevant work areas
- To assist the communications team and Environmental Health Team Leader in developing publicity for enforcement action taken
- To assist the Environmental Health Team Leader in promoting and developing relevant enforcement work
- To attend relevant meetings and appropriate groups as necessary
- To assist with the practical training of Student EHO's, Technical Officers and other staff as required from time to time in the relevant work area as directed.

Key Tasks

- To ensure efficiency, effectiveness, and equality in service delivery.
- Operate within all Council policies on the employment of staff, including recruitment, conditions of employment, pay and benefits, discipline, grievance, performance management and equalities.
- To exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
- To reflect the Council's core values and objectives in undertaking the duties of this post.
- To carry out duties and responsibilities required under the Data Protection Act 2018; in particular, to take all reasonable care that no unauthorised loss or disclosure of personal data occurs.
- To understand and comply with the legal requirements of the Health and Safety at Work Act (1974), and any other relevant regulations as detailed in the Council's general and departmental Safety Policy Statement.
- To report to the appropriate officer any issues of concern in relation to Health & Safety.
- The ability to if requested assist with out of hours call outs.
- To undertake such other reasonable duties as may be requested.

The duties and responsibilities outlined above are intended to be an indication of the scope and nature of the post and are subject to review from time to time.

Council General

- To comply with all Council Policy and Procedures
- Equality – the Council is committed to ensuring equality of opportunity and to the principle that employees should be entitled to work in an environment free from intimidation and harassment. As a Council employee you will have responsibility for not only for their own behaviour, but also how you treat others. Any deviation from this principle will be dealt with in accordance to the appropriate Council policy and procedure
- As an employee you must comply with the requirements of the Health & Safety at Work Act 1974 and affiliated regulations. You are also required to comply with the Councils Health & Safety Policies and take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions. Where the Council has a statutory duty with regard to health and safety you are required to cooperate with the Council and its managers and officers so far as is necessary to enable the Council to meet that duty. This includes using equipment and substances in accordance with training and instruction and the reporting of serious dangers to your own or others safety
- As an employee you shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

The job description is not a definitive list of tasks. It is designed to give an overall view of the job and is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.

Person Specification

Environmental Health Technical Officer

Knowledge/Qualifications / Training	Essential	Desirable	How identified
NVQ Level 4 or equivalent or able to demonstrate an equivalent level of relevant knowledge with experience in an area of Environmental Health	✓		Application form
Working knowledge of Environmental Health regulations/legislation	✓		Application form/ Interview
Demonstrate an understanding of court procedures		✓	Interview
PACE trained		✓	Application form/ Interview
Skills and Abilities	Essential	Desirable	How identified
Basic numeracy and written skills	✓		Application form/ Interview
Ability to work within teams and individually	✓		Application form/ Interview
Ability to draft and present evidence	✓		Application form/ Interview
Ability to communicate with a wide range of client groups	✓		Application form/ Interview
Ability to carry out interviews and take statements	✓		Application form/ Interview
Ability to keep accurate records	✓		Application form/ Interview
Ability to adapt to changes in the work environment	✓		Application form/ Interview
Ability to be tactful and diplomatic when necessary	✓		Application form/ Interview
Good organisational skills and ability to solve problems	✓		Application form/ Interview
Ability to respect confidentiality and recognise the importance of data protection	✓		Application form/ Interview
Experience	Essential	Desirable	How identified
At least 2 years' experience in Environmental Health or associated discipline	✓		Application form/ Interview

Experience and understanding of the use of surveillance techniques		✓	Interview
Other Personal Attributes	Essential	Desirable	How identified
Demonstrate commitment to work and adopt correct attitude to work	✓		Application form/ Interview
Have a strong commitment to quality customer care and service delivery	✓		Application form/ Interview
To demonstrate good inter-personal skills/qualities and be able to work as part of a multi-skilled team	✓		Application form/ Interview
Full valid driving licence	✓		Application form
Work unsociable hours when asked to do so		✓	Interview