

**For HRU
use only**

Ref:

Directorate	Environment, Housing & Leisure
Section/Location	Environmental Health - Quadrant
Post Title	Environmental Health Officer
Permanent/Temp	
Grade	9
Responsible to	Environmental Health Group Leader
Responsible for	
Job Purpose	
To be responsible for the duties commensurate with the professional competence of a professional officer within the Food Team of the Environmental Health Service.	
Job Content	
1. To be responsible for the supervision and training of (i) other staff as appropriate, and (ii) students/trainees who may be assigned to the service area. This includes the provision of professional guidance to trainees and year out students.	
2. To execute the duties of the professional post assigned in accordance with the law and as directed by policies and procedures of the service area. This includes maintaining integrity in the Criminal Justice System and respect for any individual's human rights.	
3. To contribute towards the planning, preparation and execution of operational activities for the purpose of furthering the objectives of the Environmental Health Service.	
4. To be responsible for the gathering, dissemination and use of intelligence material in accordance with the law, classification restrictions and the policies and procedures of the service area.	

<p>5. To enforce duties undertaken by the service area as directed and commensurate with the professional post assigned, including:-</p> <ul style="list-style-type: none"> . The inspection of domestic and commercial premises, land and activities of commercial enterprises operating in the Borough, having regard to the qualifications and experience of the individual concerned, and codes of practice and other guidance including statute; . The provision of quality advice and assistance to consumers, residents and traders in the Borough, and to consumers with a contract concluded within the Borough; . The administration of relevant Environmental Health licence and registration applications; . The investigation of complex or major problems working independently and identifying appropriate solutions; . The investigation of criminal or civil infringements; . The preparation of schedules of work and legal notices; . The conduct of surveys relating to the operational activities of the service area; . The securing of evidence for criminal or civil proceedings; . The lead officer in respect of formal interviews in accordance with statute; . The maintenance of appropriate records relative to all work undertaken; and The preparation of infringement reports for criminal or civil proceedings;
<p>6. To provide education to consumers and traders in civil or criminal matters related to the professional post assigned, including talks, lectures, attendance at trade meetings and to represent the Environmental Health service at public meetings and external forums.</p>
<p>7. To form part of Special Investigations Teams as required.</p>
<p>8. To undertake such continuous personal and professional development as is required to maintain the required competency level for the post. The post holder will adhere to professional competency standards and be eligible for full membership of the relevant professional body.</p>
<p>9. To undertake or assist with such other duties as may be assigned from time to time including the performance of duties outside normal working hours.</p>