

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job Description	Environmental Health Officer
Service:	Environmental Services
Team:	Environmental Health
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Environmental Health Manager (Environmental Protection) or Environmental Health Manager Food & Safety
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> To be part of the Environmental Health Team and to participate in providing this service against agreed performance standards. They will discharge their duties in accordance with the Council's Standing Orders and Code of Professional Conduct published by the Chartered Institute of Environmental Health. 	

- To carry out enforcement duties as required by actioning all relevant legislation and to assist and work in conjunction with the Environmental Health Managers in the effective and efficient execution of the Environmental Health Service.

MAIN DUTIES AND ACCOUNTABILITIES

Environmental Protection, Food, Health & Safety:

- Have direct responsibility for undertaking a proportion of the team's case work in one of the following specialist areas; Environmental Protection, Food or Health and Safety. Depending on the specialist area this may include:

Environmental Protection: complaint work including statutory nuisance investigations, planning and licensing consultations, animal licensing applications and inspections, street trading and scrap metal dealer licences, permitted process inspections, private water supply sampling and risk assessment, air quality monitoring and project work, permitted process inspections, contaminated land searches and investigations, defective drainage investigations.

Food or Health & Safety: food hygiene inspections, food complaints, food sampling, health and safety inspections, accident investigations, infectious disease investigations and special treatment licensing inspections

- In consultation with Senior EHOs, the preparation of reports, representations, notices, including improvements and prohibition notices and the taking of actions, including giving evidence in Court to remedy contraventions.
- Implementing special surveys and protocols and participating in the development of policy and procedures related to the team's specialist function.
- Provide a range of support in relation to the responsibilities of the team, under the direct supervision of the EH Managers.
- Under the direction of the EH Managers represent the authority at professional meetings, study groups and forums.
- In consultation with Senior EHOs, provide expert advice and assistance to other team members.
- To liaise with other Council Officers and advise / comment on matters relating to Environmental Health as required.
- To liaise with external organisations such as Trading Standards, the Health and Safety Executive and the Fire Authority, Environment Agency, Department Environment Food Rural Affairs, Health Authority and Courts.
- To give advice to Councillors, members of the public and others.
- The keeping of records required for making various returns.

General

- Meet personal targets and performance standards on time.
- Attend Committees / Executive as necessary.
- To work flexibly within the Service (including remote and mobile working where appropriate) and, under the direction of the EH Managers to work outside normal office hours from time to time in order to pursue investigations or inspections.
- Carry out such other duties as may be required by the EH Managers appropriate to your skills and level of responsibility not exceeding the grade on which you were appointed.
- To be flexible and move between Teams where appropriate or when directed to do so by the Environmental Health Managers, or Head of Service.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

Health and Safety

- Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- The post holder will be responsible for responding to a proportion of approximately over 8,000 complaints/ service requests per year and assessing whether and how action should be taken to remedy breach of legislation.
- Inspecting a proportion of Waverley over 3,000 commercial premises to assess compliance with legislation.
- In appropriate cases, Environmental Health Officers will produce Committee reports, prepare evidence and present such evidence at formal appeal and Court proceedings

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Assess and determine the existence of Statutory Nuisances.
- Risk assessment of Private Water Supplies
- Undertake the duties of a Responsible Authority under the Licensing Act 2003.

- Act as a statutory consultee at the request of Planning Services.
- Carrying out proactive health and safety, food hygiene inspections for compliance with legislation.
- Investigating accidents occurring in the workplace and responding to employee complaints.
- Monitoring levels of noise, air, land and water pollution.
- Management of contracts and contractors.

PLANNING/ORGANISING/CONTROLLING

- Organising and managing own workload within corporate priorities and agreed personal objectives.
- Advising members of the Customer and Technical Support Team, members of the public and other Agencies.
- Lead own work and prepare cases for formal action including prosecutions, service of notices.
- Considering and recommending on most appropriate form of action.
- Recommending whether enforcement action should be taken against individuals and businesses for non-compliance with legislation in accordance with the Council's Standing Orders and Scheme of Delegation.

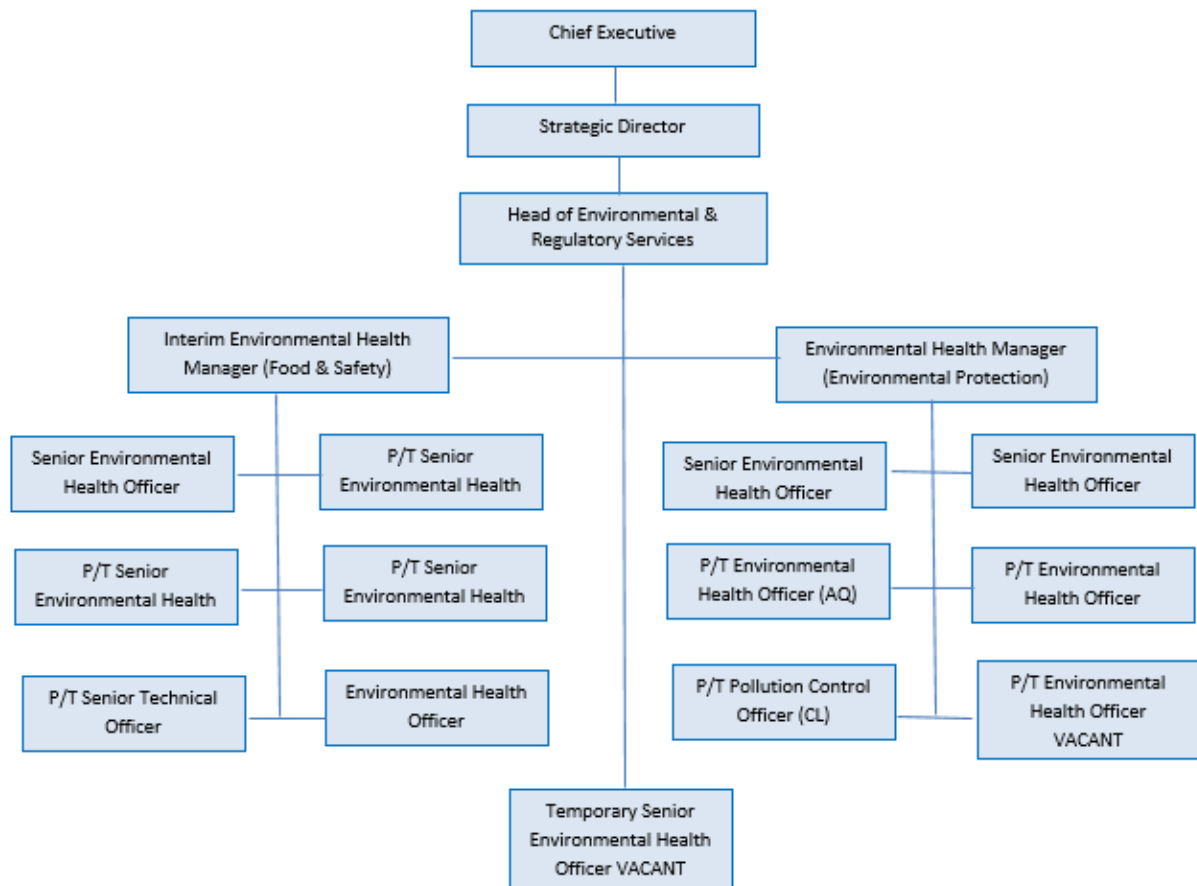
CUSTOMERS AND CONTACTS

INTERNAL

- Other departmental staff, senior staff of other departments and Councillors.

EXTERNAL

- Owners and occupiers of premises and land and their agents; external statutory and non statutory bodies in relation to special responsibilities.



PERSON SPECIFICATION – ENVIRONMENTAL HEALTH OFFICER

Candidates must be able to demonstrate, with examples, **all essential criteria** within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Diploma or BSc/MSc CIEH accredited degree in Environmental Health EHORB registration or Chartered Environmental Health Practitioner	A/C A/C	Qualification in relevant areas of Environmental Health	A/C
KNOWLEDGE /TECHNICAL SKILLS	A working knowledge of current Environmental Health legislation. Able to demonstrate a good working knowledge of specialist area related issues. Proven working knowledge of a range of computer applications applicable to Environmental Health.	A/I A/I A/I	Not less than 6 months practical experience within the relevant specialist area, within the last 2 years Preparation and presentation of evidence in court or formal proceedings. Able to represent the Council in formal appeal and legal proceedings. Awareness of Safeguarding	A/I A/I A/I I
COMMUNICATION	Able to prepare and present complex technical reports using appropriate styles and language. Communicate clearly, fluently and convincingly. Able to negotiate effectively with external bodies.	A/I I A/I	Able to represent the Authority/Service/ Team effectively at technical meetings with outside bodies.	A/I

CUSTOMER SERVICE	<p>Understanding of and commitment to promoting equality and diversity in service delivery and employment.</p> <p>Accurate spoken English is essential for the post</p>	<p>A/I</p> <p>I</p>		
TEAM WORKING	<p>Be able to work in a busy team environment and communicate well at all levels.</p> <p>Good problem solving; interpersonal and analytical skills to assimilate, analyse and translate technical and statistical information.</p> <p>Have a commitment to further training and willingness to train others.</p>	<p>A/I</p> <p>A/I</p> <p>AI</p>	<p>Able to take the operational lead on complex/sensitive or major projects working on own initiative with high level of autonomy.</p> <p>Motivates and empowers others to meet deadlines.</p>	<p>A/I</p> <p>I</p>
MANAGING SELF AND OTHERS	<p>Self motivated and be able to work under pressure to strict deadlines.</p> <p>Able to liaise effectively with officers, Councillors, members of the public and other bodies.</p>	<p>A/I</p> <p>A/I</p>	<p>Show an awareness of goals and standards.</p>	<p>A/I</p>
CAN DO APPROACH / ACHIEVING RESULTS	<p>Able to ensure compliance with standards, objectives and procedures.</p> <p>Good problem solving; interpersonal and analytical skills to assimilate, analyse and translate technical and statistical information.</p>	<p>A/I</p> <p>A/I</p>		

ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A/I		
	Flexibility in undertaking a diverse range of duties.	A/I		
	Full and valid driving licence and use of a car during working hours	A		
	Willing to undertake work outside of normal office hours as required.	A/I		

How assessed

A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

Politically Sensitive post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections

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Job title:	Environmental Health Officer	Post no:	EC04
Service:	Environmental Services	JE score:	344
Team:	Environmental Health	Pay band:	6
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Part time 15 Hours per week
Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	2	
REVIEWED BY:	Deputy Environmental Health Manager	DATE:	Feb 2021
CHECKED IN:	Human Resources	DATE:	Feb 2021
LAST UPDATED:	Feb 2021	DATE:	Feb 2021