

# Job Profile

Position Details	
Post	Senior/Environmental Health Practitioner
Service Area	Commercial& Operations/Community Safety & Enforcement/Regulatory Services/ Commercial Environmental Health and Trading Standards
Reports to	Felicia Ekemezuma and Rebecca Whitehouse
Grade	PO1 - PO3
Job Family	To be completed by HR

Role Purpose
To undertake a range of interventions and project based work to investigate regulatory breaches both proactive and reactively in order to increase regulatory compliance within commercial settings.

Main Responsibilities
<p><b><u>MAIN DUTIES AND RESPONSIBILITIES</u></b></p> <ol style="list-style-type: none"> <li>1. To be responsible for the effective delivery of services responding to the needs of the community by carrying out the duties of an authorised environmental health officer and providing advice, information and assistance.</li> <li>2. Subject to the new technology agreement, to undertake training in the use of computer and other office automation facilities in advancing the work of the service.</li> <li>3. To uphold and further the Councils equal Opportunities policies and to deliver effective and appropriate services fairly and without discrimination.</li> <li>4. To act at all times in accordance with health and safety policies</li> <li>5. To undertake other temporary duties consistent with the basic objectives of the post</li> <li>6. To undertake unsocial, (evening, nights and weekends) hours working, where necessary to meet the Service' objectives.</li> </ol> <p><b><u>SPECIFIC DUTIES AND RESPONSIBILITIES</u></b></p> <ol style="list-style-type: none"> <li>1. To provide specialist enforcement skills and competencies that reflects the responsibilities of the team. To carry a caseload (including complex enforcement issues) prioritising and programming work and making day-to-day decisions on cases as required.</li> <li>2. Carry out routine and complex inspections and interventions in food premises and places of work. Using own initiative to ensure compliance and advising senior management on cases where there may be an impact on the council and the service in terms of public protection, legal and financial consequences.</li> <li>3. Carry out investigations in response to complaints made to the service from consumers and other agencies; and carry out enforcement action as appropriate.</li> <li>4. To enforce requirements of all environmental health legislation in or arising from commercial premises.</li> <li>5. To maintain an up to date knowledge of environmental health matters in accordance with the statutory CPD requirements and in particular for full authorisation under Food Safety and Health and Safety legislation.</li> </ol>

6. To use appropriate interventions, delegated powers and specialist skills ( i.e. audit, inspection, verification, surveillance, intelligence gathering, enforcement powers, negotiation and persuasion) to carry out investigations, inspections, tests and sampling including that in regard to:
  - physical condition of premises and equipment
  - condition and quality of food stuffs and other materials
  - food hygiene
  - food standards
  - suitability of premises for licensing
  - source and spread of infectious disease
  - pest control
  - existence of noise and other pollutants
  - accidents in the work place
  - planning applications
7. To analyse results of investigations, compare with relevant standards, and to initiate all necessary enforcement actions
8. To investigate cases referred by other agencies and carry out enforcement action as appropriate.
9. To prepare and serve statutory notices, complex reports on any environmental control matter
10. To produce good quality inspection reports, inspection proformas, letters and other unique documentation following inspections and in response to investigation as appropriate.
11. To produce witness statements, prepare case reports, prosecution files, briefings for legal representatives and make recommendations for legal proceedings including the initial determination as to whether there is sufficient evidence and if the case is in the public interest to pursue. Conduct Pace Interviews where appropriate.
12. Attend court and other legal forums, to obtain warrants and orders and act as an expert witness in Environmental Health issues on behalf of the Council.
13. To undertake specialist projects in pursuit of the Services objectives. Undertake all necessary research on topic and methodology. Analyse results, prepare and present information in reports and recommendations.
14. Cascade information gathered on CPD courses.
15. To maintain an up to date and comprehensive knowledge of legislation which impacts on the investigation including Human Rights Act, RIPA, PACE etc.
16. To be competent to devise, plan, and deliver food hygiene training courses, to individuals, businesses and specific target groups.
17. Promote business and public understanding by devising, organising and delivering talks, presentations, exhibitions, campaigns and education initiatives with businesses, residents and targeted groups to raise and improve levels of public health within the Borough.
18. Work in partnership with businesses, residents, elected members government departments and agencies, other regulators and health care providers in all area of projects and joint working to improve standards of public health.
19. To be an inspector appointed under section 19, Health and Safety at work Act 1974
20. To take a lead in training of enforcement officers, student environmental health officers and other staff and to give instruction and advice to students and qualified members of other

services, authorities and agencies who duties relate, in some part to Environmental Health.

21. To generally provide specialist technical advice and guidance to all service users including field staff from other disciplines, colleagues, residents, consumers, traders and businesses on all Environmental Health matters.
22. To identify, develop and nurture partnerships with other individuals, professional bodies, agencies, groups and government departments to enable the Service to develop greater efficiency in core function delivery.
23. From time to time co-ordinate responses on multi-disciplinary issues where the public is at risk where liaison with and action from other organisations and Council departments are necessary.
24. To instruct and support lower grade enforcement officers and student placements.
25. To liaise with various council services, professional groups, external agencies, contractors as necessary in relation to food matters
26. To risk rate businesses following all inspections in accordance with statutory guidance
27. To input all risk rating and interventions data into the council's dedicated database to comply with the data gathering requirements of the Food Standards Agency and the Health and Safety Executive; and to enable the best use of resources to be deployed via a risk based intervention program.
28. To contribute to the development of the services quality management system. To undertake audits as required. To contribute to the development of service quality and improvement initiatives as directed, recommending practice along with systems and work procedures.
29. To suggest and support new ways of working to achieve the best possible results
30. To participate in the Council's Performance Management Scheme achieving identified standards / targets and ensuring these are met within the agreed time scale
31. To collect and deliver documents, specimens and samples as required for the provision of the service to clients.
32. To be responsible for the safe use and transportation of equipment allocated.

#### **Additional Duties & Responsibilities at PO2**

1. Carry out complex inspections and interventions in high risk food premises.
2. To work in partnership with other groups to investigate and take appropriate action in complex complaint cases which may include various aspects of environmental health.
3. To maintain competencies as an authorised officer in determining whether circumstances pose 'significant health risk conditions' in respect to closing/prohibiting of food businesses/activities. To be competent to provide lesser-qualified / experienced officers, trainees, students with support in these and other matters within the Service.
4. To maintain competencies as an authorised officer in determining whether circumstances pose 'serious risk of personal injury' in respect to prohibiting of businesses/activities. To be competent to provide lesser-qualified / experienced officers, trainees, students with support in these and other matters within the Service.
5. To assess and advise on Quality Control & HACCP schemes operating in complex food manufacturing premises subject to formal 'Approval' under EC Regulations.
6. To cover the duties other teams/services in an Emergency in line with the duties of this post.

#### **Additional Duties & Responsibilities at PO3**

7. Deputise for the Food & Safety/trading standards Manager/Lead Officer in their absence on regional groups relating to food safety/health and safety function, community groups and service improvement activities.
8. To provide training to staff in specialist areas of Commercial EH.

#### Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<p><b>EXPERIENCES</b></p> <ol style="list-style-type: none"> <li>1. Ability to communicate sensitively, effectively and confidently at all levels, both orally and in writing.</li> <li>2. Ability to prepare reports</li> <li>3. In-depth experience of one or more areas of Environmental Health</li> <li>4. Ability to organise own workload to achieve targets, priorities and deadlines</li> <li>5. Demonstrate commitment to equalities in employment &amp; service provision. Understanding of Council policy on equalities</li> <li>6. Ability to work as a member of a team, contributing to a wider goal</li> <li>7. The ability to use information technology (word processing, spread sheet and database applications).</li> <li>8. Ability to demonstrate motivation and initiative in seeking, investigating and reporting on Environmental Health issues</li> <li>9. An understanding of the Service's wider objectives</li> <li>10. The ability to source and provide training</li> <li>11. To be able to represent the Service in an external group</li> </ol> <p><b>PO2 plus:</b></p> <ol style="list-style-type: none"> <li>12. To be able to undertake your responsibilities in high risk premises</li> <li>13. To investigate and take appropriate enforcement action in complaint cases that cross the boundaries of Environmental Health</li> </ol> <p><b>PO3 plus:</b></p>	

<ol style="list-style-type: none"> <li>1. Some supervisory/management experience in a technical environment in the public or private sector.</li> <li>2. Proven experience of establishing and maintaining work programmes and other plans.</li> <li>3. Chartered Institute of Environmental Health Assessment of Professional Competence or other proven professional competence.</li> </ol> <p><b>QUALIFICATIONS</b></p> <ol style="list-style-type: none"> <li>4. An appropriate professional qualification in Environmental Health (CIEH).</li> <li>5. EHORB Registration</li> </ol> <p><b>KNOWLEDGE/SKILLS</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of Environmental Health legislation in relation to Commercial Premises</li> </ol> <p><b>PO2 plus:</b></p> <ol style="list-style-type: none"> <li>2. Sound management skills and the ability to lead and motivate a team of professional, independently minded people.</li> <li>3. Ability to develop, implement and review policies, plans and other initiatives.</li> <li>4. Some understanding of the contribution of information technology systems in supporting achievement of service's strategic objectives and meet its clients' aspirations.</li> <li>5. Ability to manage work programmes and projects for teams and to take effective and appropriate decisions under pressure.</li> <li>6. Knowledge and understanding of performance management and staff development and the ability to apply that knowledge to setting challenging targets for service performance and improvement and securing their achievement by self and others.</li> </ol> <p><b>PO3 plus:</b></p> <ol style="list-style-type: none"> <li>1. Proven leadership skills.</li> </ol> <p><b>Personal Style and Behaviour</b></p> <ol style="list-style-type: none"> <li>2. Works co-operatively with colleagues and as an effective team member.</li> <li>3. Maintains a high standard of ethics and personal conduct.</li> <li>4. Inspires confidence and trust with people at all levels internally and externally.</li> <li>5. Friendly, open personal style.</li> <li>6. Articulate in written and oral communications.</li> <li>7. Strong analytical skills.</li> <li>8. Sound negotiating skills.</li> <li>9. Deals well with conflict resolution.</li> <li>10. Highly numerate.</li> </ol>	
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11. Committed to the achievement of equal opportunities in both employment and service delivery.	
12. Flexible approach to working hours, location and to getting the job done.	
13. Committed to making an effective contribution and supporting colleagues for the overall benefit of the service.	
14. Committed to customer care and to total quality principles and practices.	

Main Contacts & Other Information
<u>Main Contacts:</u> Felicia Ekemezuma and Rebecca Whitehouse  <u>Other Information:</u> Full UK driving licence required

Organisational Structure
Please see attached

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
√				
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the jobholder to undertake, or be involved in, any of the following on a regular basis.

If yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	20%	Use of a computer.	Yes	20%
Audio typing.	No		Crisis or conflict situations.	Yes	
Walking more than a mile.	Yes	<1%	Manual handling.	Yes	<1%
Working alone or in isolation.	Yes	50%	Working in confined spaces.	Yes	<1%
Driving a car, van or minibus.	Yes	10%	Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	Yes	<1%	Working in awkward positions, e.g. stooping, bending, reaching.	Yes	<1%
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	Yes	<1%	Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	Yes	<1%
Outdoor work involving uneven surfaces.	Yes	<1%	Standing or sitting for prolonged periods.	Yes	<1%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
			Working at heights / on ladders, roof work.	Yes	<1%
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	Yes	<1%	Control and restraint.	No	

<b>Resources – identify &amp; list personal and identifiable accountability for physical and financial resources including those of clients:</b>
<b>Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:</b>
N/A
<b>Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:</b>
Thermometers Sampling equipment Cameras CO2 monitor ATP machine
<b>Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:</b>
N/A
<b>Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:</b>
Yes – inputting and maintenance of data on the Services Northgate M3 PP database
<b>Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:</b>
<b>N/A</b>