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|  | | | JOB DESCRIPTION AMENDED VERSION BY EPU | | | Form JD1 |
| JOB TITLE: Environmental Health Officer | | | | **POST NUMBER:** 1100DAI | | |
| **REPORTS TO** | | | |  | | |
| **DEPARTMENT:** Public Protection | | | | GRADE: 10 | | |
| **JE REF:** | | 3392 B00661 | | PANEL DATE: | 090914 | |
| **1.** | **MAIN PURPOSE OF JOB**  To undertake a range of regulatory and advisory activities to achieve compliance with food, health and safety and environmental protection legislation (environmental health) thereby protecting and improving public health, and ensuring a fair trading environment for the businesses and residents of, and visitors to York.  To be a lead officer for one or more of the above specialist areas of legislation. | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | |
| i. | To maintain accurate records of all work in written form and using IT systems as required. | | | | | |
| ii | To provide advice and information (verbal, electronic and written) to customers and businesses on relevant areas of legislation. | | | | | |
| iii | To prepare reports, including technical and legal matters where several issues may be involved, on breaches of relevant legislation. | | | | | |
| iv | To analyse and act on intelligence concerning breaches of public protection legislation (including complaint investigation). | | | | | |
| v | To carry out inspections, surveys, sampling, monitoring and other enforcement activities to achieve the regulatory outcomes set out in the service’s policies and plans and statutory guidance. | | | | | |
| vi | To undertake complex investigations and supervise the investigations of other officers. | | | | | |
| vii | To maintain an area of expert knowledge in one or more areas of environmental health (or associated) legislation. To provide expert advice to officers and others on the interpretation and impact of that legislation and associated guidance. | | | | | |
| viii | To assist in the development of team service plans, work programmes and inspection plans. | | | | | |
| ix | To represent the council on relevant national, regional and local groups as directed. | | | | | |
| x | To draft articles for the media and participate in the promotion of the service as directed. | | | | | |
| xi | To guide and assist members of staff in training activities. | | | | | |
| xii | To perform the duties of a disclosure officer in any ‘not guilty’ prosecution. This will include the scrutiny of a case file of a colleague to ensure all material facts and documents have been disclosed to the defence including those issues which may cast doubt on the prosecution case. | | | | | |
| xiii | To prepare correspondence, draft and serve legal notices (without supervision) and take formal enforcement action to achieve compliance with legislative requirements. | | | | | |
| xiv | To undertake investigations in accordance with the requirements of the Police and Criminal Evidence Act (including conducting audio recorded interviews). To prepare infringement reports and attend court as an investigating officer/expert witness and give evidence as required. | | | | | |
| xv | To attend and conduct training courses, seminars, briefings and publicity campaigns. | | | | | |
| xvi | To formally respond to planning and other applications and provide conditions or recommend refusal to statutory consultations which have the potential to have a significant impact upon the environment and local residents. To attend committees and appeal hearings to justify the council’s position if necessary. | | | | | |
| xvii | To obtain magistrates’ warrants and supervise carrying out works in default of a notice, including entering property and seizing items as appropriate. | | | | | |
| xviii | To provide expert advice and reports of a technical nature in relation to consultancy work provided for customers. | | | | | |
| xix | To provide advice and liaise with business and other local authorities in relation to Primary Authority agreements. | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  No. reporting - Direct: 0 Indirect: 1 – 2   * Work place supervision of contract/agency staff undertaking food inspections * Workplace supervision of Technical Officers | | | | | |
| **4.** | **CREATIVITY & INNOVATION**   * Interpretation of legal and technical matters, including determining the most appropriate means of enforcement or otherwise. * Innovation in finding solutions to problems within own area of expertise taking account of legal requirements, cost and effectiveness. * Recognise opportunities to improve the effectiveness and efficiency of service delivery within the service. * Incorporate council and community themes and priorities into the work of the team. * Recognise own training needs and those within the section and advise senior officers accordingly. * Develop and implement policies on areas of expertise. * Devise and deliver training for colleagues and other stakeholders on areas of expertise. * Produce materials to give practical advice, outline best practice, and promote the service to protect the public and the environment, in a variety of formats including online, leaflets, posters and presentations. * Recognise and develop opportunities for additional funding for the service. * To work largely unsupervised. * To interpret complicated legal and technical information, to apply it in a fair, proportionate and consistent manner and communicate expert advice in an easily understood (often non-technical) format to a wide variety of customers such as the members of the public, businesses, other agencies, councillors, senior members of staff, Courts, legal professional, committees and hearings. * Recognise, and advise senior members of staff/national and regional groups on, potential future risks to public safety (i.e. emerging issues). | | | | | |
| **5.** | CONTACTS & RELATIONSHIPS **Internal**:   * Dailycollaborative working withother officers in public protection and across the council in areas of common interest. * Regular contact (often daily) with managers, senior managers and elected members,; this may be updating on implications for legislation changes or on individual cases or providing expert opinion in relation to the area of expertise. * Regular daily contact with officers under the supervision of the post holder.   **External:**   * Regularcollaborative working withexternal partners in joint arrangements, regional groups and other partnerships to achieve VFM in service delivery, businesses operating in the council area, representatives of businesses established nationally or regionally whose activities affect the people of York, members of the public, other regulators, colleagues in other local authorities, central government departments, expert witnesses and legal representatives. * Represent the service in dealings with the above partners, where the outcome will have substantial implications for the partner or our service. * Provide support, persuasion and advocacy on contentious and complex matters to ensure outcomes areconsistent with the service’s policy and objectives. For example negotiating a new procedure under the food safety quality management system which affects several partner local authorities. * Regular contact with businesses (including directors and chief executives), individuals and others on areas of expertise within public protection. * Regular liaison and negotiation on complex technical and legal issues with other qualified professionals, including consultants and lawyers, acting on behalf of individuals and business. * Liaison with the Police and other enforcement agencies in order to utilise the most effective means to investigate and resolve cases. * The post holder will have regular contact with a wide variety of customers, not all of whom welcome the intervention of an enforcement agency and can be confrontational and difficult. Customers can range from individual York residents, businesses and traders operating in York, representatives of businesses established nationally or regionally whose activities affect the people of York. | | | | | |
| **6.** | **DECISIONS – discretion & consequences**   * Operational, technical and enforcement decisions in the field without recourse to advice, often out of office hours and in confrontational situations, including the preparation and service of notices, abatement of nuisance, works in default, the seizure of goods and documents, the suspension and destruction of goods, the closure of premises and the prohibition of an activity/process. The consequences of getting these decisions wrong is that there may be an adverse impact on the reputation of the council or may give rise to a claim for compensation. * Interpretation and application of complex and technical information and legislation including advising senior officers on the appropriate use of powers. * Planning, prioritising, allocating and monitoring of their own work and the workload of officers under their supervision. * Make recommendations in relation to infringements etc for appropriate action including prosecution of offenders. | | | | | |
|  | * Provide legal opinion, advice and recommendations to businesses, individuals and others, the result of which could have a significant effect on the service user or business involved. * Whilst unsupervised, the post holder will have the authority to initiate formal enforcement action as appropriate under a range of environmental legislation, frequently having to use tact and persuasion whilst under great pressure. * Checking evidence gathered by and legal notices drafted by in order to ensure the evidence is complete and correct and the notice is written correctly. | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget, and not including desktop equipment.)*  Description Value   * Regular use of scientific/testing equipment £8000 * Pool vehicles £10,000 * Portable computers £1000   The above are shared resources amongst the team.   * Personal protective equipment, mobile phone £200   and camera | | | | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context**  **Work demands:**   * The work covers a wide area of activities and the post holder is required to ensure that service objectives and the needs of customers are met. * Routine duties are always liable to be interrupted by unforeseen demands on the service and the post holder is responsible for regularly rearranging work patterns in order to meet regular tight deadlines and emergency situations where these arise. Pressure to meet statutory deadlines and time limits.  Balancing the need to achieve inspection and legal targets with the carrying out of fair and thorough investigation in accordance with judicial rules.  * Provide a timely response, sometimes at very short notice, to urgent requests for assistance during normal office hours and when working out of normal office hours (e.g. at night or on weekends). * Officers must be able to effectively manage workloads in a highly reactive and constantly changing environment. * Frequently have to cope with conflicting demands, priorities and timescales and concentrate on complex tasks for significant periods of time.   **Physical demands:**   * The post holder is required to carry out enforcement activities, which involve visiting traders' premises, including industrial and warehouse premises. This requires transporting equipment and driving. * Activities can include the lifting and carrying of bulky and heavy equipment (up to 20kg) and occasional working at height or in awkward positions*.* * Some activities may be unpleasant and/or create anxiety, for example presenting evidence in court and interviewing defendants for offences they may have committed. * Long periods of standing or in a restricted position during monitoring or inspections. * Good hearing, eyesight and sense of smell for the collection of evidence. * Regular (several times a week) driving pool cars or light vans.   **Working conditions:**   * Mixture of office based (~80%) and outdoor/on site working (~20%) * When away from the office the post holder can be working indoors or outdoors and can encounter inclement weather, loud noise, dust, fumes, chemicals and road traffic.. * Some working will be unpleasant, such as occasional visits to premises that are dark, cold, hot or are affected by noise, dust (including asbestos) or obnoxious smells. * Exposure to disturbing scenes/events, such as investigating workplace accidents (potential fatalities) and supervising exhumations.   **Work context:**   * The work of the post holder of the can involve regular lone working, working out of normal office hours including evenings, nights and weekends, confrontational situations, unpleasant and disturbing situations and pressure to work to tight deadlines. * The post holder will regularly (weekly) encounter confrontational, rude, abusive, aggressive and distressed customers and unpleasant and disturbing situations, often as a result of taking enforcement action. | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**   * Statutory qualification to act as an environmental health officer (EHORB registration).   OR   * BSc or MSc in Environmental Health or a degree in an appropriate science together with a Postgraduate Diploma in Acoustics and Noise Control. * A sound knowledge of service’s customer standards, practices and procedures and the ability to work to them at all times. * A detailed knowledge of PACE, CPIA and other legislation affecting criminal investigations. * A good knowledge of IT systems used within the service. The skills necessary to interpret and act upon information contained in databases and the ability to use the information to plan and monitor service activities. * Excellent communication skills, both verbal and written and an ability to communicate complex technical and legal issues to the members of the public, the courts, other internal / external enforcement agencies, members and the media, in a clear and concise manner, ensuring the council’s policies, procedures and corporate objectives are understood and met. * Ability to interpret and understand complex technical information and legislation and apply practically without supervision. * Have specialist expert knowledge in at least one area of environmental health work, and influence the strategic approach the service will take in relation to that area. * The ability to write accurate reports and statements to a standard for use in technical reports and legal proceedings. * Ability to lead high risk inspections, advise national companies on legal requirements, undertake complex investigations, surveys and other projects. Understanding of powers, court rules and procedures to ensure evidence is admissible and an ability to use this knowledge in a wide variety of situations. * Understanding of the interaction between local, regional and national priorities on environmental health services. * Knowledge and understanding of various businesses, service sectors, manufacturing processes and food production processes. Ability to evaluate the effectiveness of processes and quality systems and judge against the criteria for statutory defences. * The ability to make and act upon decisions taken away from the office often in difficult or pressurised situations*.* * The ability to assess situations involving potential dangers or other risks to consumers, employees or general public and the skill necessary to decide an appropriate course of action. * The ability to work with and direct other officers/contractors. Possession of good organisational, supervisory, and leadership skills. * The ability to manage a budget for specific purposes, e.g. a survey, project, sampling. * Able to supervise and lead complex investigations and manage projects involving a team of officers. * Excellent inter-personal skills and the ability to work collaboratively and effectively with colleagues, other council officers, businesses and agencies to deliver programmes and projects. * An ability to prioritise workload and to meet targets and deadlines in a highly reactive environment. * Specialist knowledge in one or more of the following areas: acoustics, planning and environmental protection, licensing, pollution prevention and control, food hygiene/safety, health and safety, infectious disease/food poisoning and public health. * Maintain knowledge and skill in specialist fields through continuing professional development. * A full driving licence | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to: Public Protection Manager (either Business Support or Investigation and Compliance)  Trading Standards Officer  This Job  Jobs reporting up to this one: None direct | | | | | |