

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Environmental Health Officer - Commercial**

**Vacancy ID: 009660**

Salary: £29,909.00 - £35,229.00 Annually

Closing Date: 27/01/2019

### **Benefits & Grade**

Grade K/L

Starting salary dependent on experience

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Interview Date**

25/02/2019

### **Job Description**

We are looking for a professionally qualified and skilled officer who is competent, confident, enthusiastic and highly motivated to fill the above post in the Commercial Environmental Health Team. We are transforming our services to be more efficient and business-like and need your help to drive this forward.

We are seeking to recruit an EHRB registered EHO with experience in food premises inspection who is dedicated to protecting the safety of the people of Stockton-On-Tees. The post is within a busy commercial environmental health team who address the full range of interventions of a modern commercial team including health and safety.

The role would suit a qualified officer who has two years post qualification experience however EHRB registered candidates may also be considered.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Rob Llewellyn, Team Manager, on 01642 526574.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Adults & Health		Service Area: Environmental Health
<b>JOB TITLE: Environmental Health Officer / Senior Environmental Health Officer (Commercial)</b>		
<b>GRADE: K/L</b>		
<b>REPORTING TO: Environmental Health Team Manager (Commercial)</b>		
1.	<b>JOB SUMMARY:</b>  The post holder will be attached to the Commercial team of the Environmental Health Unit. In the interests of staff development and as changing circumstances and workloads dictate, officers may be re-allocated to other sections within the Unit. The post holder will ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-On-Tees Borough Council.	
2.	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	Maintenance of any records of activities required by Management including material that may be required as evidence for legal proceedings.
	2.	Representing the Department at Council, Committee or other meetings, on work parties, at Court etc. as required.
	3.	Keeping up-to-date with current legislation and developments in Environmental Health and Public Health, and participating in any in-service training courses that may be required.
	4.	Contribute to the design, implementation and development of systems and procedures.
	5.	Promote and maintain at all times good relations with the public including participation in any promotional or publicity exercises and to give formal lectures, talks on aspects of Environmental Health or Public Health work as determined by Management.
	6	Work outside normal working hours as required by the needs of the service.
	7	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authority's health and safety rules and legislative requirements.
	8	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
	9	Implementation of enforcement, contractual and advisory procedures and policies in relation to of Food Safety and Health and Safety Law, including E.C. Directives, Regulations and associated legislation. U.K. Acts, Regulations,

		Codes of practice and Guidance Notes etc.
	10	Investigation and corrective action in relation to statutory or other public health related nuisance.
	11	Undertaking a programme of Food, Hygiene inspections within relevant premises, which satisfies statutory requirements and complies with Codes of Practice and other relevant guidance.
	12	Undertaking a programme of health and safety inspections within local authority registered premises, which satisfies statutory requirements and complies with guidance from the HSE and other relevant bodies
	13	Investigation of workplace accidents and complaints relating to occupational safety followed by enforcement action as appropriate.
	14	Undertaking a programme of routine sampling of drinking water, recreational water and food to meet statutory requirements and corporate policy.
	15	Investigation of routine individual cases of infectious disease.

### 3. Career Grade Criteria:

#### K – All General Duties and:

- Investigation of complaints relating to food safety and hygiene followed by enforcement action as appropriate.
- Participation in targeted inspection or sampling programme as part of national or local initiatives.
- Assisting the maintenance of Registers of Food Premises, Sunday Opening and R.I.D.D.O.R. Accidents, and other miscellaneous commercial registers.

#### L – All General Duties, grade k Duties and:

- Two years post registration experience and the ability to demonstrate and meet the FSA's Food Competency Framework
- Provision of advice and support with regard to Environmental Health issues in emergency situations as detailed in the Council's Major Incident Plan.
- Instigation and implementation, of specific projects designed to enhance the Unit's effectiveness in meeting statutory obligations and achieving key objectives. In particular in the area of Food Safety, Health and Safety and Public Health.
- To assist in the training and development of staff including the personal assessment of team members and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

### 4. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

### PERSON SPECIFICATION

Job Title/Grade	<b>Environmental Health Officer / Senior Environmental Health Officer (Commercial)</b>	<b>K / L</b>
Directorate / Service Area	<b>Adults &amp; Health</b>	<b>Environmental Health</b>
Post Ref:	<b>31999</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	Educated to Degree or Diploma level in Environmental Health & registered with the Environmental Health Registration Board.		Application form
Experience	Experience of the working of an Environmental Health Division and of Local Government in general	Significant experience of food safety enforcement in a local government setting. Good working knowledge of inspection standards inc those contained in the Food Law Code of Practice and the Brand Standard.	Application / Interview
Knowledge & Skills	Working knowledge of the operation of the Environmental Health function. Up to date understanding of current environmental health legislation and issues Ability to contribute to the design, implementation and development of systems and procedures Ability to communicate with the public and other officers, including presentation of formal talks on environmental health topics. Ability to work with limited supervision and to supervise staff		Application / Interview

	Organisational skills to prioritise and manage workloads		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements	Must be able to work outside normal working hours as required Ability to travel independently		Application / Interview

**Person Specification dated 10.12.2018**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.



**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.