

## Job Description

**Post Title:** Environmental Health Officer MM294

**Evaluation:** 569 Points **Grade:** N8

**Responsible to:** Team Manager

**Responsible for:** N/A

**Job Purpose:** Investigation of public complaints, the carrying out of inspections and investigations and by means of encouragement, education of enforcement to improve the standards and promote awareness of environmental health and consumer protection.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Implement legislation in accordance with departmental policy as delegated by the City Council.
2. Ensure the personal records of visits, inspections etc. are kept in accordance with Departmental policy and also provide information as required to ensure that other departmental records and statistics can be completed.
3. Represent the division at meetings with Members of the Council, members of the public and their associations, representations of other local authorities, public and other bodies, meeting committees, sub-committees or working groups set up by the Council and other meetings as appropriate.
4. To engage with all relevant stakeholders and seek opportunities for partnership working.
5. Contribute to the development of strategies, policies and procedures across service areas.
6. To undertake and coordinate complex inspections and investigations and deliver projects within a wide range of areas.
7. Investigate complaints, prepare reports, consider and carry out enforcement action including recommendation for legal proceedings where appropriate.
8. To assist work allocation, advice and personal development of staff on a project or assignment and personal development basis.
9. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
10. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

