

**Job Description**

**Job Title:** Scientific Officer (Health Promotion Assistant)

**Salary Grade:** Grade 6

**SCP:** 22 - 25

**Job Family:** Regulation and Technical

**Job Profile:** OS3

**Directorate:** Economy and Place

**Job Ref No:**

**Work Environment:** Agile

**Reports to:** Principal EHO

**Number of Reports:** 0

**Purpose:**

To provide a technical contribution to a wide range of environmental health functions including but not limited to, developing strategies for encouraging Covid secure procedures and practices, healthier premises, the provision of expert advice and training initiatives to influence positive behaviour change.

To supervise and support the Council’s Commercial Team (Food and Health and Safety) in the delivery of their objectives in relation to inequalities of Public Health through the development of Covid Secure and public health campaigns in areas across the City.

**Key Responsibilities:**

Supervision and support of the Council’s approach to influencing commercial retailers and employers to ensure Covid secure procedures and practices are adopted, positive influencing health factors are promoted, the provision of expert advice and training initiatives to influence behaviour change.

To provide technical support across whole of the Environmental Health function.

**Main Duties**

* To supervise and coordinate the Council response to the management of proactive education activities to secure healthy workplaces.
* To develop strategies to encourage the provision of healthier workplaces across the City.
* Use a range of proven strategies to engage with businesses across the City to promote the benefits of healthier practices.
* To develop and evaluate the effects of City wide projects promoting positive health by gathering relevant data to support the evidence, with a particular focus on initiatives to encourage healthier practices and processes.
* To undertake visits, inspections, surveys and investigations as directed, in relation to the Council’s Environmental Health function.
* To undertake enforcement activities including the service of formal notices, preparation of case papers for prosecutions, and attending Court to give evidence.
* To give advice, as required, on any matter within the professional or technical competence or knowledge of the post holder.
* Produce reports, letters, notices, schedules, plans and other appropriate documents as may be required.
* To provide technical support to colleagues as may be reasonably required.
* To keep and maintain paper and electronic office records, produce reports and complete statistical returns as required.
* The carrying out of such environmental health duties as may be required, including work outside normal office hours from time to time.
* To maintain agreed performance targets and to meet the requirements of relevant performance management and inspection regimes.
* To attend such meetings as a representative of the Authority as may be necessary, some of which may be outside normal office hours.
* To comply with all relevant legislation to ensure effectiveness in the role.
* To undertake any other duties of a similar nature commensurate with the level of the post as required by the Head of Public Protection and Regulatory Services
* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* The post holder must have a competent working knowledge of the Service’s IT applications including inputting and extracting data.
* A commitment to continuous improvement.
* To promote and champion a positive organisation- wide culture that reflects the Council’s values.