

**RICHMONDSHIRE DISTRICT COUNCIL
ENVIRONMENTAL HEALTH SERVICE
JOB DESCRIPTION**

JOB TITLE	Environmental Health Officer	POST NUMBER	ENVT EHO 03
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MAIN PURPOSE OF JOB:

To carry out the full range of environmental health work in relation to their function.

To carry out other environmental health functions within the scope of the EHS as and when required.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

To supervise the work of technical officers working on related activities.

SUPERVISION AND GUIDANCE:

Responsible to the Environmental Health Team Leader

Responsible for the work of Technical Officers in relation to their function.

RANGE OF DECISION MAKING:

Inspecting and auditing premises and activities and assessing their compliance with legislation in relation to their function and deciding and implementing a course of action following the inspection or audit.

Investigation of requests for service and deciding and implementing an appropriate course of action.

The service of notices in their own name in accordance with the Councils' Schemes of Delegation and the Environmental Health Service's enforcement policies and procedures.

Recommendations to the Environmental Health and Housing Options Manager for the institution of legal proceedings. Preparation of evidence and presentation in court.

Evaluation of information received or obtained in relation to their function and deciding on appropriate courses of action.

Representing the EHS at Council meetings, working groups and relevant outside organisations in relation to the work of the EHS.

RESPONSIBILITY FOR ASSETS, BUDGETS, MATERIALS, ETC:

Responsible for security of issued equipment and materials

Responsible for accuracy of the collection, recording and storage of information.

RANGE OF DUTIES AND RESPONSIBILITIES:

Manage and develop people	<ul style="list-style-type: none">• To liaise with and supervise the work of the technical staff in relation to work within the scope of their function.• To undertake appraisal of technical staff, to review their performance at work and set targets for future performance.• To assist with the training of Student Environmental Health Officers or other trainees where required.
Operational services	<ul style="list-style-type: none">• To carry out the full range of Environmental Health Functions under statutory and non-statutory provisions for which the Service has responsibilities within the areas of the Richmondshire District.• To carry out interventions and inspections of premises and the enforcement of legislation relevant to such inspections over the full range of environmental health including food safety, health & safety, environmental protection, animal welfare, housing standards and public health legislation administered by the Councils.• To investigate requests for service in respect of the full range of functions of EHS.• To prepare and present educational and promotional materials.• To assist with licensing and enforcement duties with regard to a range of premises and persons required to be licensed or registered by the Council.• To respond to atmospheric and other pollution requests for service and observations and enforce legislation relevant to such incidents.• To respond to consultations on planning applications and completion of Local Authority search forms.• To carry out such administrative duties commensurate with the post and to keep and maintain records.• To operate ICT systems associated with this post.• To undertake such other duties of a comparable nature and level of responsibility as may be required from time to time by the Environment Health Team Leader or Environmental Health and Housing Options Manager.• To support the efficient implementation and continuing development of the service, to agreed objectives for both authorities.

Innovation and creativity	<ul style="list-style-type: none"> • To undertake research, prepare reports and advise the Team Leader Environmental Health with regard to new legislation and specialised duties. • To participate in the development of system improvements and keep up to date on IT developments affecting their work. • To keep informed of Environmental Health issues across the work of the whole of EHS by regular exchange of information with colleagues, external contacts and through on-going training and continued professional development.
Information and communication	<ul style="list-style-type: none"> • To attend meetings, working groups, committees etc within the Council and with relevant outside organisations to represent the views of the Environmental Health Team Leader and Manager and the Councils as appropriate. • To give professional advice to a range of stakeholders, including Councillors, members of the public, businesses etc on the requirements of statutory provisions and technical advice on practical measures to implement these provisions relevant to the postholder's duties. • To organise and co-ordinate public health initiatives, special projects and educational talks to relevant stakeholders as required by the Environment Health Team Leader / Manager. • To prepare reports and assist in the completion of statistical returns for statutory bodies and internal Performance Indicators, objectives and targets.
Enforcement	<ul style="list-style-type: none"> • To prepare and serve statutory notices in their own name in accordance with the Councils' Schemes of Delegation and EHS's enforcement policies and procedures. • To take statements and gather evidence in accordance with statutory requirements and to attend court proceedings as required. • The preparation of case files and give evidence in court should legal proceedings result from the duties of the postholder.

CONTACTS:

The postholder will be expected to have contact with:

Councillors (County, District, Town, Parish)

Members of the public

Business representatives

All Council Officers

Representatives of other Local Authorities

Representatives of other public bodies

Legal representatives

Government Agencies

The Press

Representatives of Yorkshire Water and Northumbrian Water

Special Conditions of Service: None
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Reviewed by: Sonia Bagshaw	Assessment Date: October 2009
Reviewed Date: 09/11/2020	Assessed by: John Stafford
	Post Grade: 11

Job Description

agreed by postholder.....

Date.....