

## 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, audits, tests, sampling, and investigations to improve standards and promote awareness of environmental health and consumer protection and where necessary take appropriate enforcement interventions

**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 statutory legislation in accordance with divisional policy and relevant national guidance as delegated by the City Council.
2. Ensure the personal records of visits, inspections etc. are kept in accordance with divisional policy and also provide information as required to ensure that other divisional records and statistics can be completed.
3. Represent the division at meetings with Members of the Council, members of the public, businesses, external partners, other local authorities, public and other bodies, committees, sub-committees or working groups 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, undertake inspections and audits, prepare reports, consider and carry out enforcement action including recommendation for legal proceedings or where appropriate other interventions, reviews or disposals.
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.