**Job Description**

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| **Job title** | Health And Safety Coordinator |
| **Grade** | Grade 6, SCP 22 – 25 |
| **Service/Team** | Public Protection and Regulatory Service |
| **Main purpose of job** | 1. To provide a technical contribution to a wide range of environmental health functions including but not limited to the investigation of outbreaks of COVID-19 across the City, with minimal supervision, to control the spread and significance of confirmed cases. 2. To support the Council’s Commercial Team (Food and Health and Safety) in the delivery of their objectives in relation to Public Health matters concerning COVID-19 enforcement, and wider health and safety concerns. |
| **Key responsibilities** | 1. These duties will include, but not be limited to, the inspection of premises having particular regard to the regulation of COVID-19 related matters, which may involve the provision of advice to businesses, gathering of evidence for investigations or for the enforcement of food hygiene, food standards or health and safety related environmental health offences 2. To provide technical support across the whole of the Environmental Health function. |
| **Key tasks** | 1. To investigate requests for service made to the Council, specifically related to COVID-19 enquiries, including gathering relevant evidence, relating to the full range of environmental health legislation enforceable by the Council. 2. To undertake visits, inspections, surveys and investigations as directed, in relation to the Council’s Environmental Health function specifically regarding COVID-19 related outbreaks, and other health and safety matters. 3. To give specialist advice, as required, on health and safety concerns and those matters specifically concerning COVID-19 within the professional or technical competence or knowledge of the post holder. 4. To undertake enforcement activities including the service of formal notices, orders, preparation of case papers for prosecutions, preparation of civil penalty charges and attending Court and the First Tier Tribunal to give evidence. 5. Produce reports, letters, notices, schedules, plans and other appropriate documents as may be required. 6. To provide technical support to colleagues as may be reasonably required. 7. To keep and maintain paper and electronic office records, produce reports and complete statistical returns as required. 8. To undertake monitoring and sampling, using appropriate technical equipment. 9. The carrying out of such environmental health duties as may be required, including work outside normal office hours from time to time. 10. To maintain agreed performance targets and to meet the requirements of relevant performance management and inspection regimes. 11. To attend such meetings as a representative of the Authority as may be necessary, some of which may be outside normal office hours. 12. To comply with all relevant legislation to ensure effectiveness in the role. 13. 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 14. 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. 15. The post holder must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation. 16. The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council. 17. 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. 18. The post holder must have a competent working knowledge of the Service’s IT applications including inputting and extracting data. 19. A commitment to continuous improvement. 20. To promote and champion a positive organisation- wide culture that reflects the Council’s values. |
| **Responsible to** | 1. Reports to Principal Officer. |
| **Other duties/specific policies e.g. DBS** | 1. 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. 2. The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation. 3. The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council. 4. 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. 5. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council 6. The post holder must comply with the Council’s COVID-19 vaccination policy and guidance (where applicable). |