 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults & Health		Service Area: Community Safety & Regulated Services – Environmental Health	
JOB TITLE: Trainee Environmental Health Officer			
GRADE: Starting Grade H			
REPORTING TO: Senior Environmental Health Officer			
APPRENTICESHIP QUALIFICATION: Environmental Health Practitioner (Integrated Degree) Level 6 Duration: 48 months			
1.	JOB SUMMARY: To undertake practical training programme in preparation of becoming a qualified Environmental Health Officer and under to assist in carrying out duties in respect of the enforcement of relevant legislation, regulations, and codes of practice relevant to Environmental Health. The post holder will work on rotation within all areas of the Environmental Health Unit as well as other Council Teams relevant to the post. To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	Year 1		
	1.	To undertake a practical training programme with the Council in preparation of becoming a qualified Environmental Health Officer and meeting the CIEH professional requirements. This will include time with other Sections of the Council and external agencies and organisations.	
	2.	To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience	
	3.	To carry out all appropriate administrative functions, respond to all matters and maintain proper records in accordance with Service Area policies to include use of information technology within the Service Area.	
	4.	Maintain proper records of all work activities - on paper and/or computer systems.	
	5.	Ensure that you work in line with all the Council’s policies and procedures and ensure that you are aware of your obligations under these.	

	6	Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities
	7	Carry out your role in line with the Council's Equality agenda.
	8	Comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
	Year 2/3: In addition to Year 1	
	9	To assist in undertaking programmed and routine inspections of premises, in accordance with relevant legislation, regulations and written policies and procedures where appropriate, to ensure their compliance with relevant statutes.
	10	To assist in preparing letters, notices and schedules of work as necessary, in accordance with the Council Enforcement Policy and PACE; to assist in the investigation of offences and prepare statements and case files for prosecutions and attend a Court of Law to give evidence when necessary.
	11	To undertake surveys as and when required, in respect of water, noise and other pollution relevant matters.
	12	To attend meetings of Council committees, working parties, project groups, outside bodies or any other similar group as and when required.
	13	Manage information, complaints and requests from members of the public, businesses and voluntary organisations.
	14	Accurately record any data collected and then analyse, interpret and present the results using computer software if necessary.
	15	Engage and liaise with other enforcement agencies and other organisations, to ensure effective partnership working and delivery of services.
	Year 4: In addition to Year 1, 2 & 3.	
	16	Determine applications and carry out programmed and routine inspections of premises subject to licences, permits or registrations issued by the Service Area including air pollution, waste, noise or other relevant statute.
	17	To investigate and carry out follow up procedures regarding complaints in respect of any aspect of the work of the section, including pollution, noise, waste, statutory nuisance, water, pest control, food safety, Health & Safety or any other relevant matter.
	18	To assist in training, the promotion of health education or other health initiatives as and when required and to assist in student and work placement training.
	19	Provide advice and information on all aspects of environmental health to groups and individuals. This may include the preparation of information, writing of reports and delivery of presentations for a range of different audiences.
	20	Carry out any other monitoring and sampling as and when required. This includes collection, transport, maintenance and calibration of equipment used.
	21	To assist with the delivery of projects as requested by the Service Manager or other senior managers that may extend beyond the boundaries of the department
3. GENERAL Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.		

Workforce Culture, supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated February 2023

PERSON SPECIFICATION


Job Title/Grade	Trainee Environmental Health Officer	Starting Grade H
Directorate / Service Area	Adults & Health	Community Safety & Regulated Services – Environmental Health

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Evidence required of:</p> <p>A minimum of 112 UCAS points or equivalent (obtained or predicted) https://www.ucas.com/ucas/tariff-calculator</p> <p>AND</p> <p>GCSE (or equivalent) in English Language, Maths and a Science subject at Grade C / 4 or above</p> <p>PLEASE NOTE: You must not hold an existing qualification at the same or higher level as this apprenticeship, or in a similar subject</p>		Certificates & Application form
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative	<p>Experience of the working knowledge of an Environmental Health Unit and of Local Government in general</p> <p>Experience of working with partner agencies</p>	Application / Interview

	Recent voluntary/personal experience in a relevant regulated environment e.g. food safety & hygiene, housing/property management, Public Health Managing and prioritising workloads		
Knowledge & Skills	Effective communication skills - listening, spoken and written Be articulate and able to converse confidently in a pleasant and professional manner Good IT Skills in Microsoft Office inc. Outlook, Word and Excel Good Organisational Skills and the ability to work to deadlines Ability to understand and apply guidance, regulations and written instructions Ability to analyse, interpret and present data and solve problems in a logical manner Report writing skills Attention to detail	Working knowledge of the operation of the Environmental Health function Up to date understanding of current Environmental Health legislation and issues	
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement Good negotiating, influencing and persuading skills Committed to own personal and professional development Committed to high standards of professional conduct and delivery of excellent public service		Application / Interview

Other requirements	Flexibility - Ability to work any day of the week including weekends as required Ability for independent transportation to meet requirements of role	Access to a personal vehicle and full driving license	
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Person Specification dated February 2023

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults & Health	SERVICE AREA: Community Safety & Regulated Services – Environmental Health
JOB TITLE: Trainee Environmental Health Officer	
GRADE: Starting Grade H	
JOB LOCATION / BUILDING: 16 Church Road, Stockton	
REPORTING TO: Student Training Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		N
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		N
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		N

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		N
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		N

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		N
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		N
Working at Heights - Safety Critical: Employee will be required to work at a height .		N
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		N

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		N
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		N
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		N
Lone Working (including Home Working): Employee will be required to work alone.	Y	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	Y	
Any Other: Please identify any other known risks associated with this job role.		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: S Donaghey

Date: 22.02.23

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk