 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  <b>Adults &amp; Health</b>		<b>Service Area:</b>  <b>Community Safety &amp; Regulated Services – Environmental Health</b>	
<b>JOB TITLE: Trainee Environmental Protection Officer</b>			
<b>GRADE: Grade C</b>			
<b>REPORTING TO: Environmental Health Team Manager</b>			
<b>APPRENTICESHIP QUALIFICATION:</b> Regulatory Compliance Officer – Level 4			
<b>Duration:</b> 18 months			
<b>1.</b>	<b>JOB SUMMARY:</b>  To undertake practical training programme in preparation of becoming a qualified Assistant Environmental Protection Officer (Public Nuisance) and under the supervision of the Environmental Health Manager to assist in carrying out duties in respect of the enforcement of relevant legislation, regulations, and codes of practice relevant to Public and Environmental Nuisance.  The post holder will be attached to the Public Nuisance, Animal Health/Welfare & Pest Control Manager of the Environmental Health Unit.  The postholder will 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.  To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To undertake practical training programme in preparation of becoming a qualified Assistant Environmental Protection Officer (Public Nuisance)	
	2.	Under supervision, manage a personal caseload and ensure all records are kept up to date and accurate, to achieve personal performance targets and contribute to service objectives	
	3.	Complete any correspondence and case records required throughout investigations and support other staff in the progression of cases and the preparation of Statutory Notices and prosecution files as appropriate.	
	4.	Assist in collecting evidence and support investigative interviews in accordance with formal procedures, including Police and Criminal Evidence Act 1984 and all other relevant legislation.	

	5.	Assist in undertaking programmed and reactive inspections and visits in accordance with service objectives, relevant legislation, guidance and powers
	6	Deal with complaints and assist in undertaking any necessary inspections, site visits, meetings and research to ensure an effective and thorough investigation under the appropriate supervision and commensurate with the post holder's qualifications and experience relating to Public Nuisance, Filthy & Verminous, Rodent, Drainage complaints
	7	To liaise and work in partnership with outside bodies, in particular Northumbria Water, Environment Agency, and other stakeholders
	8	Keep up to date with all relevant legislation, practices and policies and contribute to the development of any service changes and improvements
	9	To assist, as required, in other areas of Environmental Health Work including Animal Welfare, Pest Control & Animal Health.
	10	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
	11	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authority's health and safety rules and legislative requirements.
	12	Promote and always maintain good relations with the public including participation in any promotional or publicity exercises
	13	Contribute to the design, implementation and development of systems and procedures
	14	Work outside normal working hours as required by the needs of the service.

### 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


<b>Job Title/Grade</b>	Trainee Environmental Protection Officer	Grade C
<b>Directorate / Service Area</b>	Adults & Health	Community Safety & Regulated Services – Environmental Health

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<p>Evidence required of:</p> <p>Level 3 qualification or above (e.g. A-levels / BTECs)</p> <p>GCSE (or equivalent) in English Language, Maths and a Science subject at Grade C / 4 or above</p> <p>PLEASE NOTE: You <b>must not</b> hold an existing qualification at the same or higher level as this apprenticeship, or in a similar subject</p>		Certificates & Application form
Experience	<p>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> <p>Managing and prioritising workloads</p>	<p>Working with members of the public /customers, ideally in a in a relevant regulated environment e.g. food safety &amp; hygiene, housing/property management, Public Health</p>	Application / Interview

		Experience of the working knowledge of an Environmental Health Unit and of Local Government in general.	
Knowledge & Skills	<p>Effective communication skills - listening, spoken and written</p> <p>Be articulate and able to converse confidently in a pleasant and professional manner</p> <p>Good IT Skills in Microsoft Office inc. Outlook, Word and Excel</p> <p>Ability to analyse, interpret and present data and solve problems in a logical manner</p> <p>Good Organisational Skills and the ability to work to deadlines</p> <p>Ability to work alone, whilst using initiative, Attention to detail</p>	<p>Awareness of the operation of the Environmental Health function</p> <p>Awareness of current Environmental Health legislation and issues.</p> <p>Ability to understand and apply guidance, regulations and written instructions</p> <p>Report writing skills</p>	
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>Committed to own personal and professional development</p> <p>Committed to high standards of professional conduct and delivery of excellent public service</p>	Good negotiating, influencing and persuading skills	Application / Interview
Other requirements	Flexibility - Ability to work any day of the week including weekends as required	Access to a personal vehicle and full driving license	

	Ability for independent transportation to meet requirements of role		
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**Person Specification dated            February 2023**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Adults & Health	<b>SERVICE AREA:</b> Community Safety & Regulated Services – Environmental Health
<b>JOB TITLE: Trainee Assistant Environmental Health Officer (Public Nuisance)</b>	
<b>GRADE: Grade C</b>	
<b>JOB LOCATION / BUILDING: 16 Church Road, Stockton</b>	
<b>REPORTING TO: Environmental Health Team Manager</b>	

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
<b>Noise:</b> Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		N
<b>Vibration:</b> Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s <sup>2</sup> A(8) 9		N
<b>Respiratory:</b> 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
<b>HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers:</b> Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		N
<b>Asbestos:</b> Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> <li>○ Work which removes, repairs, or disturbs asbestos</li> <li>○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment)</li> <li>○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)</li> </ul>		N

Known Risk	Yes	No
<b>Lead:</b> 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"> <li>○ Inhaled, e.g., lead dust, fume or vapour.</li> <li>○ Ingested, e.g., lead powder, dust, paint or paste; or</li> <li>○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate.</li> </ul> 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
<b>Confined Spaces - Safety Critical:</b> Employee will be required to work in a <b>confined space</b> where specialist equipment or breathing apparatus is needed.		N
<b>Working at Heights - Safety Critical:</b> Employee will be required to work <b>at a height</b> .		N
<b>Blood-borne viruses:</b> 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
<b>Council Vehicles or transport that does not require a Group 2 licence:</b> Employee will be required to drive a <b>Council vehicle</b> or <b>regularly transport</b> service users/clients/pupils in their own vehicle as part of normal duties.		N
<b>Food Handlers:</b> Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		N
<b>Night Workers:</b> Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		N
<b>Lone Working (including Home Working):</b> Employee will be required to work alone.	Y	
<b>DSE Users:</b> Employee will be required to use Display Screen Equipment (DSE) <b><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></b>	Y	
<b>Any Other:</b> 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 Donaghy

Date:21.02.23

**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](mailto:Occupational.Health@stockton.gov.uk)**