

JOB DESCRIPTION

Division / Department

JOB TITLE: Graduate Environmental Health Officer

DIVISION: Public Protection

GRADE: Band 11

RESPONSIBLE TO: Environmental Health Manager

POST REFERENCE: 103148

Purpose of Post

- To carry out enforcement duties with regard to food safety, food standards, licensing, health and safety, environmental protection, housing, water quality, infectious diseases and animal welfare.
- To provide professional and technical advice.
- To supervise the work of technical and other support staff allocated to the section.

Key Relationships

- To work with all sections of the community, including businesses, individuals & groups in promoting compliance with relevant legislation.
- To work in partnership with other agencies to co – ordinate programmes of work.
- To establish & maintain liaison with all relevant agencies.
- To liaise with other council services to ensure efficient & effective service delivery.

Main Duties and Responsibilities

The main duties and responsibilities are general across all bands but will vary in complexity depending on the Development Scheme band.

- With appropriate supervision, to carry out inspections, visits, investigations and other relevant activities in relation to food safety, food standards, health & safety, environmental protection, housing, smoke free legislation/port health, health and safety and water quality.
- To take appropriate enforcement action under relevant legislation.
- To organise, undertake and/or oversee sampling and any necessary subsequent action required.
- To assist in the planning, research and implementation of the sampling plan, surveys and projects and the reporting of such.
- To develop, organise and implement educational, advisory and promotional activities.
- To advise, guide and assist the functions and performance of technical and other support within the section.
- To oversee and carry out the investigation of certain infectious/notifiable diseases.
- To assist and contribute to the aims, targets and objectives of the Division, Neighbourhoods and Regulatory Services Department and the Council.
- To provide professional and technical advice.
- To maintain effective working relationships with other council services and outside organizations.
- To prepare bids for resources, and in the completion of relevant monitoring returns.
- To produce policies and procedures.
- To prepare committee and other reports and attend meetings as required.
- To maintain and develop professional competence to the standards required by the Food Standards Agency, Health and Safety Executive and the Chartered Institute of Environmental Health CPD scheme.
- To oversee and carry out the investigation of accidents reported to the Division.

- To supervise and/or carry out related administrative work.
- To participate in staff development in the section.
- To assist in the formulation and implementation of suitable training programmes in respect of Student Environmental Health Officers
- To carry out any other duties reasonably expected of an Environmental Health Officer, and which might reasonably be required or allocated by more senior staff.

Band 11 post

- Carry out less complex inspections & investigations unless under supervision
- Enforcement of environmental protection and housing legislation
- To develop professional competence to the standards required by the Food Standards Agency, Health and Safety Executive and the Chartered Institute of Environmental Health CPD scheme.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.