



## JOB DESCRIPTION

DEPARTMENT	JOB TITLE
Place Services	Environmental Health Practitioner

GRADE	SALARY RANGE
Grade H	£32,553 to £35,578 (pay award pending)

RESPONSIBLE TO	RESPONSIBLE FOR
Environmental Health Team Leader	None

HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED
Visiting commercial premises and other sites, VDU user, lone working

## DESCRIPTION OF DUTIES AND RESPONSIBILITIES

### Key Result Areas / Overview

The Post holder will be a specialist Food and Safety Officer with the potential to work across other environmental health disciplines including: health and safety, public health, environmental protection and licensing. To report directly to the Environmental Health Team Leader.

### Dimensions of Job

- Handling sensitive or high priority cases.
- To plan and organise own workload within the general priorities set out for the Service.
- To carry out inspections and revisits in line with Codes of Practice and internal policies.
- To offer assistance and guidance to less experienced officers as necessary.
- To assist where necessary across the whole of Place Services and Hart District Council.

### Key Contacts / Communication Links

#### Internal

- Environmental Health Team Leader / Manager
- Head of Place Services
- Place Services staff
- Members
- Colleagues in other Service Units

## External

- Local business operators / owners
- Developers, builders and other related specialisms
- Members of the public
- Hampshire Police
- Hampshire Fire and Rescue
- Thames Water Utilities personnel
- Health and Safety Executive
- Environment Agency
- Other Government Departments / Agencies
- Colleagues in other Local Authorities
- Public Health England
- NHS & PCT

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## Key Responsibilities / Specific Duties

### a) General

- To plan and organise own workload within the general priorities set out for the Service;
- To work with fellow officers in achieving the Service objectives; and
- To offer advice on Environmental Health functions where necessary.

### b) Inspections

- To inspect premises in accordance with programmes of work and codes of practice;
- To identify breaches in legislation, codes of practice and any other technical guidance of equivalent legal weight;
- To identify poor working procedures and practices;
- To offer advice on problem areas identified; and
- To draft and send reports, formal and informal notices identifying breaches of legislation; actions required; and time periods for compliance.

### c) Investigation of Service Enquiries

- To fully investigate all service enquiries allocated to post holder;
- To identify breaches of legislation and take timely and proportionate action;
- To obtain evidence, including sampling and monitoring, to confirm breaches of legislation or the existence of statutory nuisances;
- To offer advice immediately on problem areas identified;
- To draft and send reports and formal/informal notices identifying breaches of legislation, the remedial action required and the time periods for compliance;
- To serve formal notices as provided for in specific legislation and/or the Council's scheme of delegated powers;
- To obtain formal statements as evidence of breaches of legislation;
- To report internally on any breaches of legislation requiring formal action;
- To attend court/tribunals/public enquiries as appropriate to give evidence; and
- To offer informal advice where formal action is not to be taken.

#### **d) Licensing**

- i) To inspect premises for compliance with specific licence conditions and other legislation;
- ii) To approve documents sent in support of licensing applications;
- iii) To approve works carried out to comply with licensing conditions; and
- iv) To assess licensing applications before approval/refusal.

#### **e) Other Matters**

- i) To become familiar with and observe internal policies and procedures;
- ii) To produce procedures as requested;
- iii) To produce reports for and attend committee meetings as required; and
- iv) To participate in the Out of Hours Service.

#### **f) Standard Duties for Hart District Council Employees**

- i) To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- ii) To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- iii) To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policies, procedures and legislation.
- iv) To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- v) All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.



# PERSON SPECIFICATION

**POST:** Environmental Health Practitioner  
**Prepared on:** 15 July 2020

**by:** D. Sanders

CRITERIA	ATTRIBUTES	ESSENTIAL / DESIRABLE	HOW MEASURED
<b>Education / Qualifications</b>	• Degree in Environmental Health or equivalent	E	<i>Production of documentary evidence</i>
	• On register of Chartered Environmental Health Practitioner and Food Control Officer (previously EHORB register)	E	
	• Member of Chartered Institute of Environmental Health	E	
	• Post graduate Health & Safety or Food Safety qualification	D	
<b>Experience / Knowledge</b>	• Post qualification experience in Environmental Health role	E	<i>Application</i>
	• At least two years' experience of Food Safety law enforcement	E	<i>Application</i>
	• Experience of licensing enforcement	D	<i>Application</i>
<b>Skills and Abilities</b>	• Familiarity with computer systems and modern software packages	E	<i>Interview / Application</i>
	• Excellent problem solving abilities	E	
<b>Personal Qualities / Aptitude</b>	• Ability to take responsibility and work under pressure	E	<i>Interview / Application</i>
	• Excellent judgement	E	
	• Flexibility	E	
	• Good health record	E	
	• Smart and presentable appearance	E	
	• Confident and helpful attitude with the public and colleagues	E	
	• Ability to communicate competently and accurately in English	E	
	• Ability to move around freely in awkward or constricted circumstances	E	