

JOB DESCRIPTION

DEPARTMENT	JOB TITLE
Place Services	Senior Environmental Health Practitioner
	(Commercial Premises including Food Hygiene)

GRADE	SALARY RANGE
Grade J	£41,466 to £43,422

RESPONSIBLE TO	RESPONSIBLE FOR
Environmental Health Manager	None

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

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Key Result Areas / Overview

The aim of the Environmental Health Service is to protect public health and the community from issues arising from breaches in law associated with issues relating to statutory nuisance, animal welfare, animal control, food hygiene and contamination, health and safety at work and pest control.

The post holder will work within the Environmental Health Team with responsibility for: food hygiene inspections, health and safety interventions, accident investigations, service enquiries and complaints, responding to infectious disease notifications and outbreak investigations.

To deliver best practice and value for money that secures high standards of service delivery and secures positive outcomes.

To report directly to the Environmental Health Manager.

This post will make a positive contribution to the Council's core values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel welcome, wanted and cared for.

Dimensions of Job

- To carry out inspections and revisits in line with Codes of Practice and internal policies.
- Investigating accidents reported under RIDDOR;
- Responding to complaints and enquiries in relation to local businesses;
- Responding to infectious disease notifications and investigation of outbreaks;
- Handling complex, sensitive and/or priority cases.
- To plan and organise own workload within the general priorities set out for the Service.
- To offer assistance and guidance to less experienced officers as necessary. To assist where necessary across the whole of Environmental Health and Place Services.

Key Contacts / Communication Links

Internal

- Environmental Health Manager
- Environmental Protection Team Leader
- Head of Place Services
- Place Services staff
- Members
- Colleagues in other departments

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
- Other Government Departments / Agencies
- Colleagues in other Local Authorities

Key Responsibilities / Specific Duties

a) General

- To provide a high level of professional Environmental Health and enforcement related advice to assist Environmental Health Manager, colleagues and Members of the Council;
- ii) To maintain a current and effective knowledge of all relevant legislation; to provide expert advice; and to be responsible for developing policies and strategies in relation to relevant Service areas.
- iii) To provide an effective, efficient and responsive services in collaboration with internal and external partners where necessary.

- iv) To prepare evidence and attend informal hearings, tribunals and court as required;
- v) To respond to complex enquiries and complaints relating to the Service, including Member and MP enquiries;
- vi) To represent the Council at appropriate external meetings and events, working groups and advisory bodies at local, regional and national levels as may be required by the Environmental Health Manager.
- vii) To plan and organise own workload within the general priorities set out for the Service:
- viii) To deputise for the Environmental Health Manager as required.
- ix) To undertake such duties as may from time to time be required by the Environmental Health Manager or Head of Place.
- x) To respond to requests for information under the Freedom of Information Act or the Environmental Information Regulations.
- xi) To provide high levels of customer service for our residents, staff, managers and external partners, so that they are made to feel welcome, wanted and cared for.
- xii) To promote the HART values at all times by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with appropriately.
- xiii) Where a post involves working with members of the public, the post holder has a responsibility to be vigilant in identifying potential safeguarding issues and conduct themselves in a manner that protects both themselves and members of the public.

b) Inspections

- To inspect premises in accordance with programmes of work and codes of practice;
- ii) To identify breaches in legislation, codes of practice and any other technical guidance of equivalent legal weight;
- iii) To identify poor working procedures and practices;
- iv) To offer advice on problem areas identified; and
- v) 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

- i) To fully investigate all service enquiries allocated to post holder;
- ii) To identify breaches of legislation and take timely and proportionate action;
- iii) To obtain evidence, including sampling and monitoring, to confirm breaches of legislation or the existence of statutory nuisances;
- iv) To offer advice in line with service standards on problem areas identified;

- v) To draft and send reports and formal/informal notices identifying breaches of legislation, the remedial action required and the time periods for compliance;
- vi) To serve formal notices as provided for in specific legislation and/or the Council's scheme of delegated powers;
- vii) To obtain formal statements as evidence of breaches of legislation;
- viii) To report internally on any breaches of legislation requiring formal action;
- ix) To attend court/tribunals/public enquiries as appropriate to give evidence; and
- **x)** To offer informal advice where formal action is not to be taken

d) 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.

e) Standard Duties for Hart District Council Employees

- 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 policy, 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 always take a vigilant approach 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.
- vi) In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

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.

December 2020
N/A
Date: 24 February 2021



POST: Senior Environmental Health Practitioner

Prepared on: 15 December 2020 by: D Sanders

CRITERIA	ATTRIBUTES	ESSENTIAL / DESIRABLE	HOW MEASURED
Education / Qualifications	Degree in Environmental Health or equivalent	E	Application / Certificate
	EHORB registered or equivalent to enable officer to undertake food hygiene enforcement controls in line with Food Law Code of Practice.	E	Application / Certificate
	Member of Chartered Institute of Environmental Health	D	Application / Certificate
	Another relevant specialist qualification	D	Application / Certificate
Experience / Knowledge	Significant post qualification experience in Environmental Health	E	Application, Interview, Test
	Detailed knowledge of legislation, policy, guidance and best practice relevant to service functions.	E	Application, Interview, Test
	Experience of liaison and negotiation with partners including voluntary agencies.	E	Application, Interview, Test
	Dealing with customers / members of the public.	E	Application, Interview, Test
	Experience of Animal Welfare Licensing	E	Application, Interview, Test
	Committed to providing high quality	Е	Application, Interview, Test

	customer service.		
	Progressive in relation to the	D	Application
	 Digitalisation Agenda. Positive approach to income generation and commercialisation. 	D	Form, Test Application Form, Test
	generation and commercialisation.		1 01111, 1 000
Skills and Abilities	Excellent written and oral communication skills	E	Application Form, Test
	Excellent inter-personal skills with the ability to listen, influence, negotiate and / or persuade people and deal effectively with difficult situations	E	Application Form, Test
	Ability to plan and prioritise workload within tight but realistic timescales and to ensure that tasks are completed on time	E	Application Form, Test
	Ability to see things in a wider context combined with a pragmatic approach to problem solving and service delivery.	E	Application Form, Test
	Flexibility and willingness to motivate and support the management of change.	E	Application Form, Test
	Ability to research and analyse complex issues and data, prepare clear and concise notes and reports with ability to see the big picture.	E	Application Form, Test
	Good project management skills.	E	Application Form, Test
	Computer literate and proficient in Microsoft Office software.	E	Application Form, Test
	Ability to make customers feel wanted, welcome and cared for.	E	Application Form, Test
	Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome.	E	Application Form, Test
	Ability to carry out inspection of sites regulated by the Council.	E	Application Form, Test

Personal Qualities / Aptitude	Innovation and drive.	E	Application Form, Test
	Ability to work under pressure and manage a heavy workload.	E	Application Form, Test
	Ability to work as part of a team and/or alone as required and use own initiative.	E	Application Form, Test
	Political sensitivity and awareness.	E	Application Form, Test
	Commitment to professional and personal development.	E	Application Form, Test
	Ability to manage own time.	E	Application Form, Test
	Commitment to delivering the best possible services for residents, and internal and external customers.	E	Application Form, Test
Miscellaneous / Other	Full driving licence and access to a car for work purposes.	E	Production at Interview
	Ability to attend meetings or carry out inspections out of office hours.	E	Application, Interview
	Ability to participate in Out of Hours (weekends only) rota	E	Application Form, Test