

BOROUGH OF NEWCASTLE-UNDER-LYME

JOB DESCRIPTION

Job Title: Environmental Health Officer			
Directorate: Operational Services		Service: Environmental Health Services	
Post No: DD24	Grade: 9	Date of Issue: February 2024	
Responsible to: Business Manager – Environmental Protection			

Main Purpose of Job:

1. To be responsible for the efficient execution of the range of duties reasonably requested of and commensurate with the professional competence of a qualified Environmental Health Officer.
2. To secure the implementation of the Council’s policy objectives and strategies for Operational Services, as they affect the Environmental Health Division.

Main Duties and Responsibilities:

1. To assist with the achievement of the Council’s corporate objectives and in particular those relating to or linking with the Environmental Health Division.
2. To inspect premises, activities, food, water, chemical substances, plant and equipment, investigate complaints and initiate any action required.
3. To support and assist in the formal training of employees, trainees and students from within the division or who are assigned to the Division and who require a knowledge of the team’s professional functions.
4. To undertake day to day/on site supervision of such nominated technical staff or trainees that may be assigned for a specific task/function/period of time, also on site supervision of any manual staff as may be required to carry out the task/function.
5. To assist with the preparation of business plans, budget estimates and work programmes as required.
6. To prepare or assist in the preparation of reports and financial or statistical information as required including matters relating to annual reports, the Council’s Community and Performance Plans and reports to the Council and its Committees.
7. To attend Council, Committee and other meetings with outside bodies as required, as a representative of the Service and/or the Borough Council and, if necessary, report thereon.

8. To ensure that information systems are secure and are being operated in accordance with the appropriate legislation and the Council's policies and procedures.
9. To be responsible for the safe keeping of equipment assigned to the Team.
10. To prepare materials for and deliver talks, lectures and presentations (within the Council and externally) as required.
11. To undertake, as required, functions outside the assigned team.
12. To undertake work out of normal office hours and at weekends as necessary for the efficient execution of the duties of the post.
13. To participate in the Department's out of hours stand by service as required.
14. To be aware of and up to date with the legal and technical developments in relation to the division's functions and specifically within the field of your individual responsibility and to maintain an up to date record of CPD (Continuing Professional Development) to the required level.

Occasional Tasks/Duties/Responsibilities

1. To prepare, collate and present evidence and attend court, committee and/or planning appeals.
2. To attend technical group meetings, as required.
3. To prepare and deliver lectures/talks to various groups including adults and school children.
4. Attend meetings including public liaison committees.

General

1. To be aware of and carry out your responsibilities under the Council's Policy and Guidance relating to Safeguarding Children and Vulnerable Adults.
2. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
3. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
4. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.

5. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
6. To be aware of and adhere to the Council's Equal Opportunities Policy.
7. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
8. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
9. If appointed whilst working towards registration as an environmental health practitioner, to obtain registration within 12 months of appointment. Note: (salary will be held at the entry point, currently spinal column point 26, until registered).

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.

Disclosure of Criminal Convictions

Due to the nature of the duties associated with this post, it is considered to be covered by the Rehabilitation of Offenders Exemptions Order 1975 (as amended) and is a Regulated Position as defined by the Criminal Justice and Courts Services Act 2000.

If you are offered appointment to this post, you will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service. This will include details of cautions, reprimands or final warnings, as well as convictions.

