

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Apprentice Environmental Health Officer		Grade: Apprentice
Directorate: Regulatory Services	Service: Environmental Health	
Post No:	JE Ref:	Date of Issue: July 2024
Responsible to: Environmental Health Manager		

Main Purpose of Job

- 1) To support the Councils Regulatory Services in the delivery of functions relating to Environmental Health. This includes housing standards, grants, food safety, health and safety, environmental protection and licensing.
- 2) The complete a Chartered Institute of Environmental Health accredited BSc (Hons) in Environmental Health at the University of Wolverhampton and register as an Environmental Health Officer with the CIEH.

You would be employed full time for a period of four years, and attend the University of Wolverhampton one day a week in term time to complete a BSc(Hons) in Environmental Health without having to pay any tuition fees. Your travelling costs to and from University will be reimbursed. The course is accredited by the Chartered Institute of Environmental Health and would lead to you becoming a Registered Environmental Health Practitioner (REnvH). You'll develop knowledge, skills and experiences that will set you up for a successful, demanding and exciting career as an environmental health officer, covering housing standards, grants, food safety, health and safety, environmental protection and licencing.

Main Duties and Responsibilities

1. To manage, under supervision, an appropriate caseload undertaking a range of interventions to progress them to a satisfactory conclusion.
2. Conduct visits, inspections, surveys, and investigations both proactively and reactively.
3. Undertake routine monitoring and sampling activity.
4. Keep members of the public updated on the progress of their service requests.
5. To contribute to team enforcement activities where reasonable and proportionate including issuing serving notices, collecting evidence and organising work in default.
6. Conduct administrative tasks in support of teams across the Service.

7. To make best use of social media opportunities to communicate Environmental Health messages.
8. Make best use of digital tools including Microsoft Office applications, the internet, social media and databases.
9. Endeavour to achieve 100% attendance at university (done inside of work time) and submission of coursework to meet the deadline (done outside of work time).
10. Take ownership of your degree progression and manage your work and study time accordingly.
11. To pro-actively identify areas of improvement and development which make positive changes within the service.

Service Responsibilities

1. 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.
2. 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.
3. 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.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. 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.
7. To contribute to any internal and external audit programmes and be responsible for the implementation of agreed audit recommendations.
8. To be aware of and adhere to the Council's safeguarding Children and Adults at Risk of Abuse and Neglect Policy.

This job description is not exhaustive and provides an indication of the scope and length of the main duties and responsibilities to be undertaken by the post holder and may be subject to amendment or alteration. The job description may be changed from time to time to meet changing circumstances and does not form

Classification: NULBC **UNCLASSIFIED**

part of your Contract of Employment.

Classification: NULBC **UNCLASSIFIED**