JOB DESCRIPTION

One Council, One Borough.

Achievement

Empowering and enabling our staff

Working Together

Performing well and getting things done

People First

Shared Goals

Job Title:	Environmental Health Assistant	**Grade:**	Grade 6
Directorate:	Sustainable Environment and Operations	**Service:**	Environmental Health
ECR000656		**Date of Issue:**	March 2026
Responsible to:	Food & Safety Lead Environmental Health Manager		

Main Purpose of Job

The postholder will support the Environmental Health service in delivering statutory functions that protect public health. Areas of work will include food safety, health and safety, environmental protection, licensing, air quality, nuisance investigation and infectious disease control.

Communicating with members of the public and investigation of complaints. Carrying out site visits to take samples, investigate complaints, inspect premises and/or assess compliance.

To keep accurate records on our Management Information System (MIS) and assist with the production of statutory returns that require information on our sampling/inspection activities.

Main Duties & Responsibilities

1. Carry out statutory sampling programmes for food, bathing waters, air quality, nuisance and private water supplies.

2. Investigate infectious disease notifications in partnership with the UK Health Security Agency, interview cases, distribute sample pots and provide hygiene advice as necessary.

3. Respond to environmental health and licensing service requests from residents and businesses in accordance with departmental procedures.

4. Assist with the investigation of statutory nuisance/smoke complaints, installation of noise equipment and collection of evidence.

5. Conduct programmed/new inspections of lower-risk premises for food safety, health and safety, licensing and environmental health compliance.

6. Assist with inspections of licensed/registered activities such as tattooists and skin piercing.

7. Support Environmental Health colleagues by undertaking revisits, organising sampling and assisting with technical tasks.

8. Deliver occasional talks and presentations as part of public health projects.

9. Prepare reports, statistical data and information to support service delivery.

10. Ensure safe use and security of equipment assigned to the role.

11. Maintain accurate records on departmental Management Information Systems to record visits, actions and file notes.

12. Work flexibly, including evenings, weekends and participation in out-of-hours duties as required.

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.

Occasional Tasks/Duties/Responsibilities

1. Requirement to take a role in relation to civil contingencies as needed.

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 part of your Contract of Employment.

PERSON SPECIFICATION

Job Title:	Environmental Health Assistant	**Grade:**	Grade 6
Directorate:	Sustainable Environment and Operations	**Service:**	Environmental Health
Post No:	ECR000656	**Date of Issue:**	March 2026
Responsible to:	Food & Safety Lead Environmental Health Manager		

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATION	5 x GSCE's at Level 5/Grade C or above or equivalent qualifications.	✔		A/D
	2 A-levels in science-based subjects or equivalent higher technical qualification.	✔		A/D
	Level 2 or 3 qualification in Food Safety / Health and Safety / Licensing or Environmental Protection.		✔	A/D
	Membership of CIEH, IOSH or similar professional body.		✔	A/D
EXPERIENCE	Experience of producing documents on Microsoft applications including Word, Excel, PowerPoint and Outlook.	✔		A/I
	Ability to communicate clearly and professionally with businesses and members of the public.	✔		A/I
	Ability to organise workload, prioritise tasks and adapt to changing demands.	✔		A/I
	Of providing a high-level customer service to internal / external customers via phone, e-mail and in-person.	✔		A/I
	Of handling confidential and sensitive information and maintaining comprehensive records.		✔	A/I
	Experience in food hygiene, health and safety or environmental protection regulation.		✔	A/I

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
	Knowledge/experience of enforcement.		✔	A/I
SKILLS & COMPETENCIES	Adapts and works effectively in different situations in order to carry out a variety of tasks, whilst remaining calm and level-headed under pressure.	✔		A/I
	Accepts constructive feedback and makes adjustments accordingly plus has an awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.	✔		A/I
	Communicates information clearly accurately, positively and in a timely manner as well as listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.	✔		A/I
	Demonstrates required skill in all forms of written oral and technological communication.	✔		A/I
	Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds.	✔		A/I
	Provides excellent service to external / internal customers by focusing on understanding and meeting customer needs.	✔		A/I
	Responds to requests in a timely and courteous manner and always strives to represent a positive image of the Council.	✔		A/I
	Aspire to be better and exceed expectations and promote a positive ‘can do’ attitude plus evaluate mistakes and learn from them	✔		A/I
OTHER	Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team.	✔		A/I
	IT literacy skills sufficient to produce correspondence using Microsoft Office packages such as Word, Excel and Outlook.	✔		
	Full valid driving licence and access to a vehicle for work purposes.	✔		A/D

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
	Ability to work flexibly, including evenings and weekends. Participation in occasional out-of-hour response as required.	✔		A/I

Key:

A = Application
I = Interview and /or Test
D = Documentation