

Job Description and Person Specification

Job details

Job title: Senior Environmental Health Officer (Health Protection)

Grade: 8

Reports to: Health Protection Manager

Responsible for: In the absence of the Health Protection Manager responsible for Environmental Health Officers and Health Protection Officers.

Directorate and Service area: Place and Economy – Regulatory Services

Purpose of the job (why the job exists)

Undertake duties in respect of all commercial premises within the district so as to fulfil the Council's statutory duties for Food Safety and Hygiene, Health and Safety at Work, control of food borne illnesses, infectious diseases and the Council's licensing functions.

1. Ensuring that business comply with food safety and health and safety requirement within the East Northamptonshire District
2. Ensuring infectious diseases and food poisoning is kept to a minimum within East Northamptonshire.

Principal responsibilities

1. To inspect/audit and undertake interventions in commercial premises to determine compliance with Food Safety and Health and Safety at Work legislation both by programmed visits and in response to complaints.
2. To take all appropriate action including the preparation and service of Improvement Notices, Prohibition Notices and Abatement Notices. The preparation of reports and letters. The pursuance of prosecutions and closure of businesses where appropriate
3. Investigation of any infectious disease, food poisoning or infestation.
4. Consultation on plans submitted for planning permission and building regulation approval and recommendation of relevant conditions or reasons for refusal to ensure environmental health matters are addressed in a proactive manner.
5. Organisation of Health Promotion, Health Education and Environmental Awareness activities including talks, lectures and lecturing on food hygiene and health and safety courses.

6. To undertake the role of student training officer.
7. To take the lead in food safety and health and safety matters and support the team in achieving compliant businesses.
8. To coach, mentor and support compliant businesses.
9. While on the environmental health out of hours rota to operate across the full range of environmental health duties.
10. There is an obligation to undertake personal training from time to time to update technical and legislative knowledge of subjects relevant to the post.
11. Duties which are unavoidable for the proper performance of the job involve work outside of normal office hours and the postholder must be prepared to undertake unsocial hours duties without notice.
12. The postholder is required to participate in the Environmental Services out of hours standby rota for which an allowance is payable.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Degree or Diploma in Environmental Health	Working towards APC or a corporate member of the CIEH. Post Graduate qualification
Experience and Knowledge	Knowledge and experience of legal proceedings Driving licence and able to drive	
Ability and Skills	Substantial experience of working as an Environmental Health Officer Excellent communications skills including written communication, report writing and presentation skills Ability to motivate others within the team Influence skills	Substantial experience of health and Safety work and Food Safety work.

Attributes	Essential criteria	Desirable criteria
	<p>Planning and organisational skills</p> <p>Supportive to compliant businesses</p> <p>Innovative</p> <p>Ability to make decisions</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Professional</p> <p>Dedicated</p> <p>Customer focussed</p> <p>Self-motivated</p> <p>Flexible</p>	