



Job Description

**For HRU
use only**

Ref:

Directorate	Environment, Housing and Leisure
Section/Location	Public Protection/Environmental Health
Post Title	Senior Environmental Health Officer
Permanent/Temp	Permanent
Grade	10
Responsible to	Health Group Leader
Responsible for	

Job Purpose

To be responsible for the duties commensurate with the professional competence of a Senior Environmental Health Officer within the Environmental Health Service.

To act as the Council's Senior Environmental Health Officer and to provide and promote an Environmental Health Service for the Council.

To supervise professional/technical Environmental Health staff and to support the Health Group Leader in the delivery of annual service plans, performance indicators and health & safety issues.

Job Content

1. To lead in the development and implementation of quality systems to ensure that the services delivered by Environmental Health are quality driven, being responsive to customer needs, effective and efficient in operation and provided in accordance with the Council's Customer Care Policy.
2. To be responsible for the supervision and training of (i) other staff within the service area, and (ii) students/trainees who may be assigned to the service area. This includes the provision of professional guidance to trainees and year out students.
3. To execute the duties of the professional post assigned in accordance with the law and as directed by policies and procedures of the service area. This includes maintaining integrity in the Criminal Justice System and respect for any individual's human rights.
4. To lead the planning, preparation and execution of operational activities for the purpose of furthering the objectives of the Environmental Health Service. This includes the allocation of tasks to other relevant staff within the Service.
5. To lead on the gathering, dissemination and use of intelligence material in accordance with the law, classification restrictions and the policies and procedures of the service area.
6. To enforce all duties undertaken by the service area as directed and commensurate with the professional post assigned, including:-
 - The inspection of domestic and commercial premises, land and activities of commercial enterprises operating in the Borough, having regard to the qualifications and experience of the individual concerned, and codes of practice and other guidance including statute;
 - The provision of quality advice and assistance to consumers, residents and traders in the Borough, and to consumers with a contract concluded within the Borough;
 - The administration of relevant Environmental Health licence and registration applications;
 - Working independently, investigating complex or major problems and identifying appropriate solutions;
 - The investigation of criminal or civil infringements;
 - The preparation of schedules and legal notices;
 - The conduct of surveys relating to the operational activities of the service area;
 - The securing of evidence for criminal or civil proceedings;
 - The lead officer in respect of formal interviews in accordance with statute;
 - The maintenance of appropriate records relative to all work undertaken; and
 - The preparation of infringement reports for criminal or civil proceedings.
7. To provide education to consumers and traders in civil or criminal matters related to the professional post assigned, including talks, lectures, attendance at trade meetings and to represent the Environmental Health Service at public meetings and external forums.
8. To form part of Special Investigations Teams as required.
9. To have developed advanced specialist knowledge in a field covered by the work of the Environmental Health Service area, and to engage in local, regional and; where appropriate; national leadership of policy development in that field of work. This will include representing the service externally at regional groups and may extend to chairing such a group and/or acting as regional lead officer for a professional body/organisation, or other similar activity that contributes to the development of the service area as a whole.
10. To undertake such continuous personal and professional development as is required to maintain the required competency level for the post. The post holder will adhere to professional competency standards and be eligible for full membership of the relevant professional body.
11. To undertake or assist with such other duties as may be assigned from time to time including the performance of duties outside normal working hours.