**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:**  | Senior Environmental Health Officer |
| **Directorate:**  | Place & Economic Growth | **Division/Section:**  | Environmental Management |
| **Grade:**  | 8 | **JE Reference:** | 4791 |

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| **Job Purpose** |
| To be responsible for the duties commensurate with the professional competence of an Environmental Health Officer within any of the specialised teams of the Environmental Health as directed. |
| **Key Tasks** |
| 1. To contribute to the development and implementation of systems to ensure that the services delivered by the Group are quality driven, responsive to customer needs, effective and efficient in operation and provided in accordance with the Council’s Customer Care Policy.
2. Carry out food hygiene and food standards inspections of high and medium risk food premises, and premises requiring “approval” under product specific hygiene regulations.
3. Undertake a programme of formal food sampling for examination and analysis.
4. Investigate consumer complaints relating to food and food premises.
5. Investigating complaints, requests for service and RIDDOR reported Incidents.
6. Carrying out routine proactive and reactive occupational health and safety interventions in a wide variety of premises.
7. To inspect the Borough for compliance with relevant legislation enforced by the group.
8. To investigate complaints/service requests/other notifications made to the Directorate in all areas of work covered by the Environmental Health Service

1. To make comments as necessary on all Planning and Building Control consultations and applications for licences administered within the Authority.
2. To engage with residents, schools, community groups and businesses.
3. To fully engage with neighbourhood problem solving approaches with partners in order to coordinate activities to best meet the needs of communities.
4. To administer a range of interventions and enforcement sanctions in line with statute and council policies and processes.
5. To undertake work to investigate breaches of legislation, in accordance with the Police and Criminal Evidence Act.
6. Preparation of prosecution files and liaison with Legal Officers where appropriate together with attendance at court as required
7. To supervise and monitor works arising from statutory duties undertaken by the postholder.
8. To maintain appropriate records/files relative to all work undertaken.
9. To assist in the training of Student Environmental Health Officers, Technical Officers and other colleagues as appropriate.
10. To provide an environmental health education service to the public and commercial premises.
11. To undertake such duties outside normal working hours as may be required by the nature of the service.
12. To participate in self-improvement in performance through workplace development.
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| **Standard Duties:** |
| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.  |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:** 1. Officers of the Place and Economic Growth Directorate and other Directorates of the Council.
2. Representatives of various outside bodies and agencies.
3. Elected representatives.
4. Members of the public and commercial businesses.
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| Relationship To Other Posts In The Department: |
| **Responsible to:**  | Environmental Health Manager and Assistant Environmental Health Manager  |
| **Responsible for:** | Enforcement Officer, Technical Officer and Environment Marshal, Trainees, Students and other persons temporarily attached to the Group. |

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| **Special Conditions:** Essential Car Allowance |

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| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:* **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved.
* **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible.
* **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations.
* **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help.
* **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders.
* **Respect -**We recognise and welcome different views and treat each other with dignity and respect.
* **Democracy -**We believe and act within the principles of democracy and promote these across the borough.
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| Internally we’ve translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.* Work with a Resident Focus
* Support Local Leaders
* Committed to the Borough
* Take Ownership and Drive Change
* Deliver High Performance

More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 13/01/2023 | Neil Crabtree  | Head of Public Protection  |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Senior Environmental Health Officer

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|  | **Selection criteria** **(Essential)** | **Selection criteria** **(Desirable)** | **How Assessed** |
| Education & Qualifications | BSc in Environmental Health or equivalent qualification recognised by the Institution of Environmental Health Officers EHORB RegistrationFor the Food Safety position: Meet the competencies for authorised Food Officers in accordance with the Food Law Code of Practice  | Chartered Membership of the Chartered Institute of Environmental Health (CIEH) | II |
| **Experience** | Experience of giving specialist and technical advice, guidance and assistance to others within the subject matter of Environmental Health, including tailoring the information to specific queries, or to different levels of technical understandingHave significant experience in Health and Safety and Food Safety Regulation.Experience of undertaking inspections and investigating complaints, and completing associated paperwork Experience of maintaining comprehensive records and files, both paper based and computer basedExperience of taking enforcement action, including serving statutory notices and prosecutions, where cases have been complex and high profile |  | AF / IAF / IAF / IAF / I |
| **Skills & Abilities** | Written communication skills to write reports, correspondence and other documents to a range of audiences, including submission as evidence for prosecution and to members of the public who may need specialist and technical concepts explaining in plain EnglishInterpersonal skills to influence, persuade and change behaviour in others to improve services and the environment for local residentsAnalytical skills to investigate and interpret varied and complex information and situations, draw conclusions and make recommendations for actionOrganisational skills to organise and prioritise own caseload and to work under pressure to meet potentially conflicting deadlinesTeam working skills and coaching and mentoring skills to support other team members to develop their theoretical and technical knowledge and exposure range of different cases and experiencesProficient in the use of Microsoft Office, including Word, Excel, PowerPoint, Outlook and Internet Explorer |  | AF / IAF / IAF / IAF / IAF / IAF / I |
| **Knowledge** | Detailed knowledge of all Environmental Health legislation and practice in relation to Pollution Control, Public Health and Private Sector HousingKnowledge of all aspects of enforcement relating to Pollution Control, Public Health, and Private Sector Housing.Knowledge of the Legal Process of PACE Act Understanding the effects of Environmental Health issues on the community. |  | AF / IAF / IAF / I |
| Work Circumstances | Able to work out of hours on occasionsAble to access all areas of the Borough, including rough and uneven ground, and an occasional needs to lift and carry portable equipment over short distances |  | I I |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our Guaranteed Assessment Scheme and meets the essential criteria will be guaranteed an interview. Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, and those whose last long term substantive employer was the Armed Forces.**