

METROPOLITAN BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE	:	Planning and Public Protection
SECTION	:	Environmental Health
LOCATION	:	Number One Riverside, Smith Street, Rochdale, OL16 1XU
JOB TITLE	:	Graduate Environmental Health Officer (Fixed Term for 12 Months)
POST NUMBER	:	204530
Grade	:	Grade 6
Accountable to	:	Specialist Leads Environmental Health Operational Manager Head of Public Protection Assistant Director Public Protection & Neighbourhoods Director of Public Health and Communities GM Business Compliance Coordinator
Accountable for	:	None
Hours of Duty	:	37.00 hours. Flexible working hours and work life balance in operation in accordance with service requirements including occasional out of hours working as required.
Any Special Conditions of Service	:	The postholder may be expected to attend occasional evening meetings which will be compensated for in accordance with local conditions of service.

Other occasional out of hours work as required.

In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with members of the public and provide advance in accurate spoken English.

This post is not Politically Restricted in accordance with the current regulations.

The Authority operates a Smoke Free Policy for all its employee and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this

commitment.

ORGANISATIONAL CHART

Please see the attached organisational chart for the Public Protection Section.

PURPOSE AND OBJECTS OF THE JOB

To implement Environmental Health legislation, in business and community settings, as appropriate within a designated area of work for which the postholder has a level of professional competence, and (where required) in other areas of work undertaken by the Public Protection Service (Environmental Health, Licensing, Trading Standards). To work with the GM Business Compliance Support (BCS) team.

Control of Resources

- Personnel** : None (other than to mentor and support staff placed temporarily under the post holder's control, eg trainees, temporary staff, work experience students, etc).
- Financial** : Responsible for working in accordance with the financial regulations and procedures of the Authority.
- Equipment/Materials** : Responsible for the safe, efficient and effective use of equipment and materials used by the postholder and the proper maintenance of record systems.
- Health/Safety/Welfare** : Responsible for the health, safety and welfare of self and others in accordance with Service and Council Policy Statements.
- Equality and Diversity:** To work in accordance with the authority's policy relating to the promotion of Equality and Diversity.
- Training and Development :** The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements, in accordance with the Service's Employee Development Scheme.

Relationships (Internal and External)

- Internal** :
- Service Director - Public Protection & Neighbourhoods
 - Head of Public Protection, Service Managers, Team Managers, Specialist Leads and all other staff within the Service and Service Group
 - Senior managers, officers and staff within other Service Groups and partner organisations
 - Elected Members
 - Committees / working parties of the council, including Township bodies
- External** :
- Greater Manchester Business Compliance Support Hub
 - Members of the public, representatives of local / community groups, voluntary organisations and the business community
 - Officers of other local authorities, joint units (eg AGMA, TSNW), government departments and other public agencies.
 - Members of Parliament

Responsibilities

- The postholder must** :
1. Perform his/her duties in accordance with legislation, the council's policies and procedures including the Code of Conduct for members and officers, Service codes of practice, approved Delegation Scheme and any other policies adopted by the Service
 2. Perform his/her duties in accordance with Rochdale MBC's Equality and Diversity Policy.
 3. Ensure that Rochdale MBC's commitment to public service orientation and care of our customers is provided.
 4. Be able and willing to render regular and efficient service to undertake the duties of the post.

Principal Duties:

1. To carry out the duties and responsibilities of a Grade 6 officer (Environmental Health) with a relevant level of competence and compliance/ enforcement experience. The work will primarily focus on Environmental health compliance in businesses and communities.
2. To implement the council's approved policies and statutory duties in relation to all appropriate aspects of Public Protection as required.
3. To carry out duties and responsibilities as required to support other teams across Public Protection (Environmental Health, Licensing and Trading Standards), and the GM Business Compliance Support Hub.
4. To support senior officers in relation to Public Protection matters, by:
 - undertaking reactive and proactive site visits / inspections, and taking any necessary remedial action to ensure compliance with legislative standards relating to Environmental Health;
 - investigating complaints, and undertaking service requests, in relation to any Environmental Health matters referred by a Specialist Lead officer;
 - drafting and serving of enforcement notices, Fixed Penalty Notices, warnings, as appropriate and in line with the councils Enforcement Policy and relevant guidance;
 - preparing reports on infringements of Environmental Health legislation (whether for prosecution or alternative method of disposal); and where necessary to appear as a witness on behalf of the council at courts of law, public inquiries, tribunals and at other outside meetings as required.
5. Where required, to support other Environmental Health staff by:
 - undertaking sampling activity, surveys, surveillance, research activities and project work; and
 - contributing to all other appropriate activities undertaken across Environmental Health.
6. To maintain effective liaison with other enforcement agencies and to foster partnership working, for example with Public Health, Greater Manchester Police.
7. To advise local residents and businesses on aspects of Environmental Health legislation (including on a Home Authority / Primary Authority basis, as appropriate); and including the giving of talks, presentation of displays etc, in accordance with the section's educational role; and to assist generally with the promotion of schemes affecting all aspects of Public Protection, as allocated by the section
8. To assist senior officers in the production of reports to council committees and other bodies (including reports which provide information and statistics for submission to appropriate bodies on the work of the section)
9. To maintain all pertinent records (manual and computerised) to comply with requirements of the section, service, service group, council or government.

10. To ensure that council equipment allocated to the officer is kept in good working condition, and (where required) to work with senior officers in the maintenance / update of such equipment
11. To keep up to date with developments within Environmental Health
12. To positively represent the Environmental Health section during site visits, at council meetings, working groups, public meetings, and advisory groups (both internal and external to the council).
13. To act as a positive role model and assist in the motivation of all staff within the Public Protection section.

Values and Behaviours

14. Approach the job at all times using the values set out below:

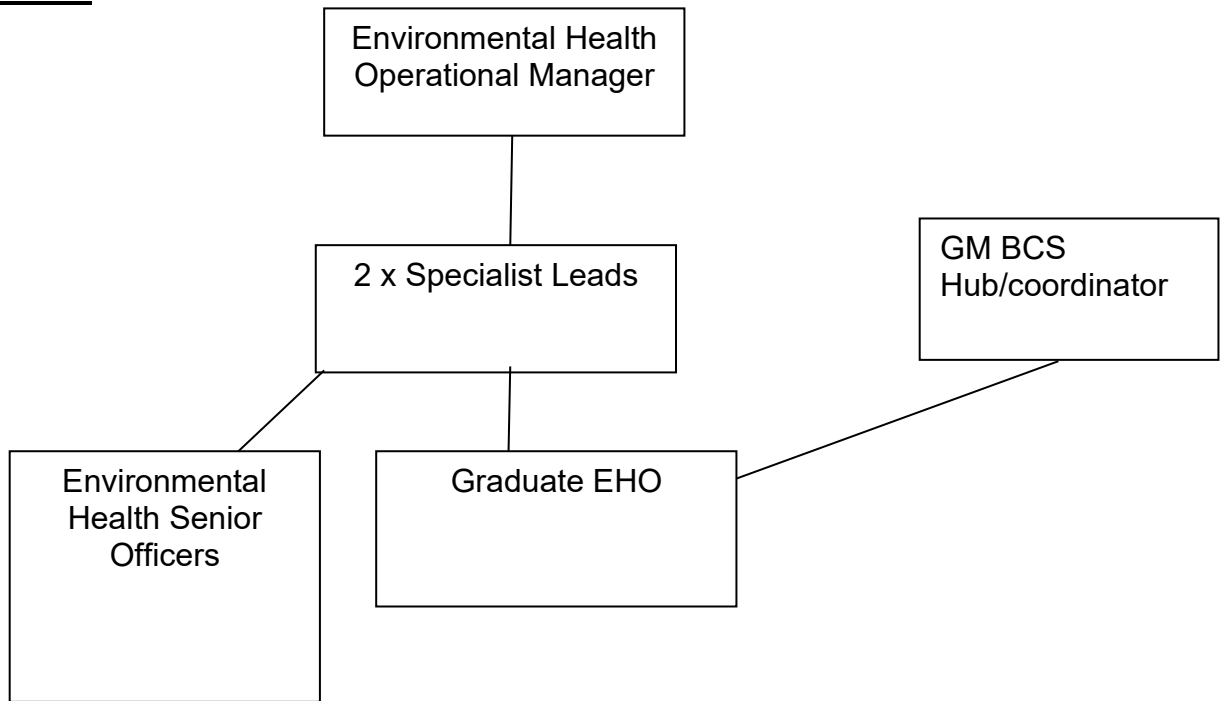
- Proud of the difference we make
- Passionate about the diversity of the borough
- Pioneering and Open in our approach

15. Be aware of and apply these behaviours at all times.

Secondary Duties:

1. When required, to assist senior officers in the recruitment, selection and induction of new employees
2. To contribute to the efficient and effective use of ICT systems in connection with work of the Public Protection section
3. To deal with all correspondence and media enquiries in accordance with the agreed arrangements for timely responses.
4. To assist the Specialist Leads in dealing with those who have a complaint about services (both internal and external customers)
5. To deputise, as appropriate, for a G7 Public Protection Officer.
6. To participate in the Council's Emergency Planning arrangements.
7. To participate in a Duty Officer rota.
8. To participate in in-service training, both as a trainer and a trainee as required, to ensure staff of the Service are adequately trained.
9. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Director in consultation with the postholder and, if she/he wishes, with her/his trade union representative.

Organisation Chart



**Rochdale Borough Council
Person Specification**

Service :	Public Health and Communities	Post:	Graduate Environmental Health Officer
Section :	Public Protection	Post Number :	
Job Ref:		Grade:	Grade 6

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you able and willing to work outside normal office hours, including attendance at evening Committees or other (public) meetings?	E	I
2 Are you willing to undertake a certain amount of travelling in the course of the duties?	E	I
(b) Qualifications and Experience		
3 Do you have relevant experience or qualifications, including a degree in Environmental Health or working towards one.	E	AF / I and check qualification at interview
(c) Skills and Knowledge		
4 What knowledge of legislation and best practice relating to Environmental Health do you have?	E	AF / I
5 Tell us about your flexible approach / willingness to work outside traditional professional boundaries.	E	I
6 Demonstrate your ability to interpret and apply legislation across the range of duties across Environmental Health	E	I
7 Demonstrate your ability to communicate complex information effectively both in writing and verbally to a range of audiences	E	AF / I
8 Demonstrate your ability to work closely with partners and to develop positive working relations	E	I
9 Describe and give examples to demonstrate your ability to show sound judgement in the making and implementation of decisions	E	AF / I
10 Please give examples of your ability to effectively organise own workload, meet targets and deadlines and work under pressure	E	AF / I
11 Demonstrate your ability to negotiate effectively and persuade others to a particular view	E	I
12 Demonstrate your ability to access, interrogate and maintain electronic information systems, databases and files	E	AF / I
13 Demonstrate your ability to work as part of a team, and with minimal supervision	E	I
14 Provide examples to demonstrate that you are resilient, self-motivated with a positive attitude and ability to progress	E	I

	matters to a conclusion.		
15	The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.	E	I
(d) Behaviours and Values			
16	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours</p>	E	AF/I

Job Description prepared by : Gary Parkinson-Fraser Date : January 2021

Job description reviewed and amended: Lisa Singleton, Environmental Health Operational Manager Date: April 2026

Agreed by Postholder : Date :

Supervisor : Date :

Head of Service : Date :