**Job Description and Person Specification Profile**

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| **Job Title Environmental Health Officer**  |  |
| **Job ID G49 Environmental Health**  |  |
| **Service Public Protection**  |  |
| **Grade H/H+** |  |
| **Reporting to Regulatory Services Manager**  |  |

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| **The Role** |
| This role will require to achieve and maintain the required standard of public health within a district or specialist area of the Authority under the direction of the Regulatory Services Manager, in accordance with any orders, statutory requirements or directives issued or given by the Minister, and any bylaws or instructions made or given by the Authority.**Main Duties and Responsibilities include:*** To ensure compliance with all relevant legislative requirements within a district or specialism within the Authority.
* To carry out research, inspections, sampling, programmed and random checks to monitor compliance.
* To advise customers, traders, manufacturers and importers in accordance with relevant legislation.
* To devised and implement administrative systems to record and monitor all work in progress.
* To undertake work involved with the reporting of alleged offences, liaison with Legal Officers and attend Court proceedings as required in accordance with the Police and Criminal Evidence Act.
* To assist with the identification of the Services needs and objectives and the work programme.
* To attend meetings of committees within the Council and of specialist organisations both public and private sector, to provide technical advice.
* To assist with the establishment of technical standards and working methods within the Service
* To provide an environment health education service to the public and commercial premises.
* To undertake such duties outside normal working hours as may be required by the nature of the service.
* To operate from Home, any office, depot or operational base located within the Borough as may be required.
* May be required to participate in the out of hours emergency call-out service.
* The jobholder must carry out his or her duties with full regard to the Council’s Equal Opportunities Policy.
* The jobholder must carry out his or her duties with full regard to TMBC’s Health and Safety Policy.
* To perform any other duties that corresponds reasonably to the general character of the post and is commensurate with its level of responsibility.
* To maintain the custody and care of working standards/equipment.
* To responsibly carry out Environmental Health Officer’s statutory duties.
* To develop customer care and continual improvement throughout the Service
* To maintain and enact personal qualities to develop strengthen the Section’s team and appraise systems to ensure a highly motivated, expert and committed workforce is maintained.
* To supervise and monitor the performance of officers attached to the Section.
* To undertake and participate in training of relevant staff.
* To be responsible for computers and electronic monitoring and measuring equipment which may be provided to carry out the functions of the post.
* To contribute to the achievement of all parts of the Section’s Business Plan.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.  |

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| **About You** |
| **Your essential qualifications*** BSc in Environmental Health or equivalent qualification recognised by the Institution of Environmental Health Officers

**Your essential skills, knowledge and experience*** Knowledge of Tameside’s Values and Priorities
* Computer applications
* Legal Process of PACE
* Specialised areas of Environmental Health
* Knowledge and practical experience of investigation techniques
* Interpretative skills (i.e. understanding Legislation, etc)
* Knowledge of Locality and Local Issues
* Experience of Local Government organisation
* Practical experience in the field of Health and Safety
* Experience of preparing and presenting reports
* Interviewing skills
* Experience of Local Government and its Organisations
* Experience of Court Work
* Understanding of IT and related packages (i.e. Microsoft)
* Investigative and analytical skills
* Excellent written and oral communication skills
* Report Writing
* Presentation skills
* Ability to plan and organise personal workloads and priorities
* Work within the concept of customer care
* To effectively liaise with a variety of contacts
* Ability to communicate effectively at all levels, as well as in non-technical terms to various audiences.
* Experience of working with people and external agencies both face to face and over the telephone
* Be able to construct letters and reports that are clear, concise and are appropriate to the needs of the recipient, making full use of the technology available.
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**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

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| **What can you expect from us?*** A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

