

# JOB DESCRIPTION

<b>POST:</b> Senior Environmental Health Practitioner	<b>POST NO:</b> EN204-208
<b>DIRECTORATE/DIVISION:</b> Community Services	
<b>SCALE:</b> SCALE I - J	
<b>ANY SPECIAL CONDITIONS:</b>  (a) <u>Career Grade</u>  Scale I - Post holder able to carry all out Environmental Health interventions with supervision from Line Manger.  Scale J Post holder able to inspect A rated premises for the purposes of food safety or health and safety and be able to undertake all other functions of the post with minimal supervision. All other functions include all matters related to local authority pollution control at a basic level.  Progression to Scale J is at the discretion of the Head of Service having regard to the competence of the postholder and the availability of work at the appropriate level.  (b) Essential User Car Allowance.  (c) Contractual overtime to cover the imported food inspection service at Gatwick Airport in accordance with a local agreement.	
<b>RESPONSIBLE TO:</b> Allocated Principal Environmental Health Practitioner	
<b>RESPONSIBLE FOR (POSTS):</b>	
<b>MAIN PURPOSE OF POST:</b>  To be responsible for the implementation and administration of Environmental Health policy of the Council, as interpreted by the Head of Environmental Services, particularly in relation to the Council's statutory duties of food control, food hygiene, local authority pollution control, occupational health and safety and other commercial enforcement, except when directed to cover other parts of the Borough for the enforcement of the authorities statutory duties.	
<b>SPECIFIC DUTIES OF POST:</b>  (a) To undertake the inspection and enforcement of Food Safety, Health and Safety and local authority pollution control legislation within the Borough.  (b) To assist the Principal Environmental Health Practitioner by organising their own workload.	

### **SPECIFIC DUTIES OF POST Continued**

- (c) To assist when required in the formation of policy issues and to provide advice and guidance on factors that affect the completion of work.
- (d) To undertake and participate in the duty roster for work related to Gatwick Airport in accordance with a local agreement.
- (e) To perform the duties of a Veterinary Auxiliary whilst carrying out the enforcement of the veterinary checks regime and to be able to satisfy the necessary qualifications and criteria for this role.
- (f) To assist in any sampling or monitoring activities as required.
- (g) To advise on plans submitted to the department under any Planning or Building Control legislation.
- (h) To investigation notifications of food poisoning, food borne illness or notifiable cases of infectious disease in accordance with the policies of the Council.
- (i) To carry out general and detailed inspection of the Borough relating to the functions which he/she has specific responsibility.
- (j) To prepare cases for and give evidence at Court where legal proceedings are taken or at Public Inquiries.
- (k) To develop and maintain contacts with other Directorates and outside bodies, including Government, statutory and commercial bodies on all matters relating to Environmental Health.
- (l) To further good interdepartmental and public relations in all matters which are the concern of the Council's Environmental Health policy and in liaison with all other public bodies or statutory undertakings, Government Departments and other Local Authorities as may be required during the proper conduct of his/her duties.
- (m) To participate in the practical training of other members of the Division and any other persons temporarily attached to or visiting the Directorate.
- (n) To assist in departmental or corporate training programmes, projects, surveys or health promotion activities.
- (o) To ensure development and maintenance of customer care and good inter-departmental relations by staff under his/her control.
- (p) To prepare reports for Committee as and when required by the Head of Planning and Environmental Services.
- (q) To prepare reports for Committee as and when required by the Head of Planning and Environmental Services.

**SPECIFIC DUTIES OF POST Continued**

- (r) To represent the Environmental Health Division or the Council and any outside body that may be decided as appropriate by the Head of Environmental Services.
- (s) To keep abreast of all new legislation, codes of practice, guidance notes, etc., and to advise the Head of Environmental Services of their implications with recommendations for implementation.
- (t) To ensure that all duties are carried out in compliance with statutory provisions and with the Council's policy for health and safety.
- (u) To ensure that all duties are carried out in compliance with the Council's Corporate Equalities Statement.
- (v) To ensure that all duties are carried out in compliance with both environmental legislation and the Council's Environmental Policy and commitment to EMAS (Eco Management & Audit Scheme).
- (w) To carry out such other duties as the Head of Planning and Environmental Services may from time to time reasonably require.

NOTE: The duties listed are in general terms only and detailed variation in job content may be expected to occur.

**AMENDMENT DATE:**

**POSTHOLDER'S SIGNATURE:**

## CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

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CHARACTERISTIC	SPECIFICATION	
	ESSENTIAL	DESIRABLE
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Able to keep clear and accurate records and write reports</li> <li>• Computer literate</li> <li>• Ability to meet targets and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use basic scientific instruments with a particular knowledge of microbiology, monitoring techniques and standards involved in food control, atmospheric pollution control or noise</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Enforcement systems and applications, environmental health and related matters including aspects of imported food control</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of food and health and safety legislation</li> <li>• Airport working systems</li> <li>• Legal procedures</li> </ul>
<b>QUALIFICATION AND TRAINING</b>  <b>VERIFICATION WILL BE REQUIRED</b>	<ul style="list-style-type: none"> <li>• Full driving licence</li> <li>• EHORB Registered</li> <li>• BSc (Hons) Environmental Health or equivalent (Diploma Environmental Health).</li> <li>• Member CIEH</li> <li>• Registered as an EHP with EHORB</li> </ul>	<ul style="list-style-type: none"> <li>• SFBB coaching course</li> <li>• HACCP course</li> <li>• Health and safety qualification e.g. NEBOSH</li> <li>• Acoustics Diploma</li> <li>• IPPC training</li> <li>• Auxiliary Veterinarian</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in organising and prioritising own work loads</li> <li>• Experience in dealing with members of the public</li> <li>• History of taking decisions on evidence based information</li> <li>• Previous experience of environmental health work</li> </ul>	<ul style="list-style-type: none"> <li>• Port Health Experience</li> <li>• Food inspections</li> <li>• Health and safety inspections</li> <li>• Licensing experience</li> <li>• Pollution control experience</li> <li>• Development Control Knowledge</li> </ul>
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• Flexible approach to working as part of a team</li> <li>• Keen to engage in all aspects of the Environmental Services workload</li> <li>• Ability to work with minimum supervision</li> <li>• Able to work in a demanding environment and special conditions essential</li> </ul>	<ul style="list-style-type: none"> <li>• Reflective practitioner</li> <li>• Desire to refresh knowledge</li> <li>• Interest in public health promotion</li> </ul>
<b>SPECIAL CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible about working hours (some evening and weekend work will be required.)</li> <li>• Ability to fulfil the criteria required to achieve an airside security pass at the airport.</li> </ul>	