



Environmental Health Officer

JOB PROFILE

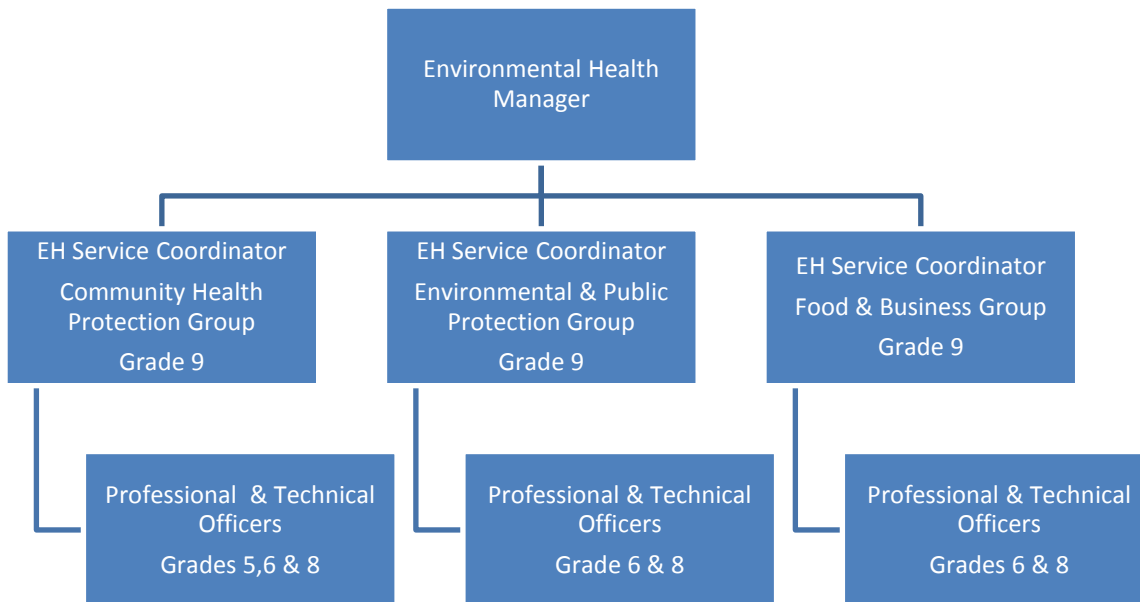
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SECTION 1: POST DESCRIPTOR

1. JOB DETAILS	
Job Title: Environmental Health Officer	
Department: Regulatory and Regeneration	Section: Environmental Health
Reports to: Service Co-ordinator, Environmental Health.	Grade: 8
Position Number: CS0769	Gauge Reference:
2. JOB PURPOSE To contribute to the provision and development of an effective professional environmental health service for the purposes of protecting the public from risks to their health, safety and wellbeing.	
3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities) Budget: None Staffing Direct: No direct staff responsibilities Staffing Indirect: Provide advice and guidance to Environmental Health Assistants/Technicians in relevant matters and to contribute to the provision of training of student EHOs.	
4. ORGANISATIONAL CHART	

(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

Environmental Health is at the frontline in tackling issues that affect the public health and well-being of the community it protects.

Delivery of Environmental and Public Health Protection, Food Law enforcement, Health and Safety investigation and regulation and all inspection, intervention and investigation for these areas to protect and improve the communities of West Dunbartonshire. This includes the investigation of complaints about clean air, noise, sampling of foodstuffs and water supplies, maintaining and raising standards of safety and hygiene within over 1200 local businesses, treatment of vermin and insects, dog control, licensing activities, infectious disease investigations, contaminated land remediation and inspecting the area for statutory nuisances are the main areas of public health protection activities.

The service also provides smoking enforcement services and deal with private landlord registrations.

Environmental Health staff work in partnership with other council services and outside agencies such as health boards, public utilities (e.g. Scottish Water) and national organisations such as the Food Standards Scotland, the Health and Safety Executive and the Scottish Environment Protection Agency.

Together we strive to maintain high standards of environmental and public health across the whole of West Dunbartonshire under the common theme of protecting the Council, its population and environment.

The Service thus forms a key part of the Councils Corporate Governance Arrangements.

Our Environmental Health Service Plan objectives are linked to the Councils Corporate

Plan. In turn these are linked to distinct actions and success criteria. These will flow down into the Be The Best Conversations of individual members of staff, ensuring a focus on the objectives and outputs and outcomes that improve and protect our communities.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- Provide appropriate advice, information, and consultancy within the service, to other Council Services, public, local businesses, national agencies, Scottish Government and other interested parties.
- Undertake a range of inspections, interventions and visits and ensure the resultant administrative and enforcement activities are implemented.
- Undertake any necessary environmental or public health surveillance.
- Sampling and monitoring in accordance with service programmes and protocols, and participation in any appropriate surveys or special investigations.
- Maintain statutory registers and service records.
- Investigate incidents, accidents and complaints and ensure appropriate action is undertaken.
- Issue appropriate approvals, licenses, certificates, registrations or other necessary permissions.
- Prepare reports to committees, licensing board, Scottish Government, Cosla, Health Board, Procurators Fiscal, etc.
- Assist in the development statutory strategic plans as appropriate (e.g. contaminated land, local air quality).
- Participate in projects, campaigns and undertake talks and other health education duties.
- Attend and participate in working groups, liaison groups and committees.
- Act as a source of day to day professional support to environmental health assistants/technicians, admin employees and graduate trainees.
- Conduct research into relevant matters and take a lead role in one or more of the main environmental health activities and/or specialisms.
- Participate in and maintain a record in order that continuing professional development can be demonstrated.
- Carry out all duties in a professional manner in line within the policies and framework agreed by Council and Service Management.
- Maintenance of environmental monitoring equipment
- Preparation of applications for external funding bids.
- Contribute to the development, implementation and review of key specific plans and policies to ensure service delivery meets relevant national and customer service standards.
- Work outwith normal working hours where required to fulfil the duties of the post and be flexible in respect of working hours. From time to time, the officer may be required to attend incidents or events out with normal working hours. In the very rare event of their being an emergency out with normal hours you may be contacted for telephone advice or be expected, if available, to attend an incident.
- Any other duties appropriate to the grade.

7. PROBLEM SOLVING

The post holder is expected to solve problems with minimal recourse to line management. This may involve applying existing procedures, devising new procedures, resolving service failures, and interpreting the law to ensure it is applied correctly and consistently across the many different scenarios within a wide range of environmental health functions. Problems are often complex in nature arising from interpretation of legislation and technical guidance. Various contentious issues of political and community concern can arise on a regular basis.

The post holder therefore requires specialist knowledge and the ability to effectively communicate complicated technical and legislative requirements to the council, senior officers and the general public.

8. PLANNING

The post holder is responsible for contributing to the development of a number of statutory and Environmental Health service plans.

In addition to Food Law and Health & Safety enforcement issues, the wider service operational plan also covers areas of planning in respect of air quality monitoring, contaminated land investigation, housing standards, water quality, general public health protection and customer service excellence.

9. ASSIGNMENT AND REVIEW OF WORK

Routine enforcement work is legislatively driven and the post holder is expected to deliver these aspects without prompting from the Service Co-ordinator.

The post holder reports directly to the Environmental Health Service Co-ordinator. Supervision is carried out informally by ad hoc meetings as required by either party, and formally by minuted meetings of the relevant Environmental Health Group and at bi-monthly minuted one-to-one meetings with the Service Co-ordinator. Regular Be The Best Conversations are held with the Service Co-ordinator at which planned objectives for the year are discussed and progress monitored.

Work is driven from a wide range of sources including National Bodies (Health and Safety Executive, Food Standards Scotland, Health Board, Scottish Environment Protection Agency, Royal Environmental Health Institute of Scotland) and the Scottish Government. Work is also driven from the general public, elected members, local business, other council services, Licensing Board and partner authorities through various local liaison groups.

Work is reviewed by departmental managers, and Chief Officers at the monthly performance meeting. Pentana is the Council corporate performance measurement tool into which all service plans are input and progress monitored.

The post holder is required to draft briefings for members, senior managers etc. when requested as well as to draft reports for committees in relation to specific topics.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:

Day to day communication is with the Environmental Health Service Co-ordinator for the Group, Manager of Environmental Health, Elected Members and other services. In addition the post holder will attend internal working groups, committees and other meetings as necessary.

External communications and working relationships:

- Scottish Government. Grant applications, formal returns, reports, seminars/meetings.
- Food Standards Scotland. Audit, meetings, returns, seminars, training.
- Health and Safety Executive. Audit, meetings, returns, seminars, training.
- Greater Glasgow and Clyde Health Board. Meetings, seminars, training, Problem Assessment Groups (PAGs) and Incident Management Team (IMT) meetings.
- Scottish Environment Protection Agency. Meetings, seminars.
- Attendance at Court, Tribunals. Prosecutions, Appeals.
- External consultants. Contaminated land remediation projects, veterinary services, funeral service provision.
- Police Scotland. Licensing (Dangerous Wild Animals, HMOs, Private Landlords), event planning, anti-social noise joint work.
- Scottish Fire and Rescue. HMO licensing, cinema licensing, caravan site licensing, Health and Safety issues in commercial premises.
- Glasgow Scientific Services. Laboratory services.
- MPs, MSPs.
- Audit Scotland. External performance scrutiny.

11. DECISION MAKING

The post holder will be required to make a wide range of decisions for each of the various functions of the Environmental Health Service that he/she enforces including the appropriateness of enforcement action, interpretation of relevant legislation, issue of licences, approvals, registrations etc.

The post holder works within a legal framework and is expected to develop and suggest innovative pragmatic solutions to complex problems often which may lead to local controversy and adverse community reaction. Solutions must be in line with legislative requirements and council policies and take cognisance of community need and better regulation.

All proposed decisions must be fully transparent, evidence based and capable of withstanding scrutiny in Court. The post holder will utilise their experience and knowledge gained to inform them when making decisions and using their judgement.

12. MOST CHALLENGING PART OF THE JOB

Requirement to keep up to date with continual change in relevant legislation and deliver services across a wide range of differing functions.

13. GENERAL

Disclosure/PVG membership: Basic (criminal conviction check)

Politically Restricted Post: No

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Job Profile may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC Training

West Dunbartonshire Council – Operates [Skills Passports](#) for all employees, which details the training available, including any mandatory courses and timescales for these to be completed. Skills passports are available via the Council's Intranet [Organisational Development & Change](#)

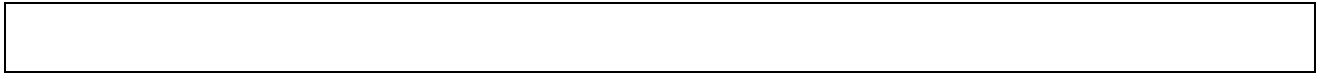
- Skills Passport A – New Entrant Employee Passport
Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy
- Skills Passport B – WDC Employee Passport
Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

Listed below are the training requirements which must be completed in order to undertake this position, with timescales where appropriate. Noting this is in addition to generic WDC training listed above.

The post holder must have completed an Environmental Health Degree and the Royal Environmental Health Institute of Scotland Diploma in Environmental Health or equivalent qualification recognised by REHIS in order to be considered for this post. The post holder will develop and maintain Food Law and Health and Safety competence whilst in the role.

Post Descriptor Prepared by: John Stevenson - Service Co-ordinator, Environmental Health
Date: 09/04/2022



SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
Degree or equivalent in Environmental Health.	Membership of the Royal Environmental Health Institute of Scotland having attained or working towards Chartered status.
Diploma in Environmental Health	
	Auditing qualification (e.g. Lead Assessor, HACCP or similar)
Training	
Commitment to continuing professional development	Further qualifications and /or training in environmental health related disciplines
Experience	
Wide experience in all areas of Environmental Health work.	Track record of managing processes and procedures to a high standard
Proven track record of meeting targets and deadlines.	
Knowledge and Skill	
Sound technical and legal knowledge and proven track record of effective enforcement action.	
Excellent report writing skills.	
Excellent interpersonal skills	
ICT and/or data management skills	
Disposition	
Confident manner	Driving Licence
Well-motivated	
Commitment to principles of 'better regulation' and joint working	
Enthusiasm	
Team player	
Customer focussed	
Flexible	