

JOB DESCRIPTION

JOB DETAILS	
Post title:	Environmental Health Officer
Post grade:	G
Post number:	DCHE05
Directorate:	Community Services
Section:	Environmental Health
Reporting to:	Principal Environmental Health Officer
Line manager:	No
Date updated:	April 2025

MAIN PURPOSE OF JOB
<p>To enforce environmental health legislation across one or more broad areas of environmental health including food safety, health and safety, housing and environmental protection. To act as a Lead Officer for one or more of the above environmental health areas and provide specialist advice to a range of stakeholders including elected members, senior managers, colleagues, and members of the public. To provide supervisory support for Environmental Health Technical Officers and Assistants.</p>

SPECIFIC DUTIES
<ul style="list-style-type: none"> • Act as lead officer across one or more of the core environmental health functions, including food safety, health and safety, housing, and environmental protection. • To undertake a personal caseload of reactive and proactive cases as required. This may include. <ul style="list-style-type: none"> ▪ Responding to complaints and service requests from members of the public ▪ Responding to service requests and requests for assistance from partner agencies such as the Food Standards Agency (FSA), United Kingdom Health Surveillance Agency (UKHSA), Environment Agency (EA) and Health and Safety Executive (HSE) ▪ Undertaking inspections, sampling and planned proactive interventions. ▪ Carrying out both formal and informal enforcement interventions including service of improvement notices, prohibition notices and fixed penalty notices (FPNs) ▪ Gathering evidence including interviewing witnesses and defendants ▪ Obtaining and securing evidence in accordance with the Police and Criminal Evidence Act 1984 (PACE) and Regulatory and Investigatory Powers Act 2000 (RIPA). ▪ Preparation of prosecution files and attendance at court proceedings ▪ Carrying out both planned and reactive sampling interventions. • To provide supervisory support and assistance to Community and Business Liaison Officers and Environmental Health Assistants. This may include one-to-one meetings, task allocation, performance monitoring and reporting on work backlogs. • To provide advice, assistance, and reports in respect of planning applications, licensing applications and land charge searches • To support the Principal EHO in devising and planning proactive inspection programs.

- To provide advice to a range of stakeholders, including elected members, senior managers, colleagues, and members of the public.
- To provide advice to businesses and commercial premises including undertaking business advice visits and provision of advice through the Councils Growth Hub facility.
- To maintain up to date specialist knowledge and continuous professional development (CPD)
- To attend local and regional technical liaison groups and meetings as required
- To attend public meetings including Council committee meetings together with town and parish council meetings.
- To participate as required in the Council's emergency planning function, including undertaking training and exercises as directed and to participate in the Councils emergency response as directed.
- To deputise for the Principal EHO as required
- To undertake any other duties properly assigned from time to time by the Head of Environmental Health Service which are appropriate to the grade and character of the post.

KEY WORKING RELATIONSHIPS

- Principal Environmental Health Officer (Line Manager)
- Environmental Health Officers
- Community and Business Liaison Officer
- Environmental Health Assistants

RESOURCES

Responsible for maintenance of equipment – e.g. noise monitoring equipment and probe thermometers

PHYSICAL DEMANDS

Requirement to work out on site in challenging environments including rough terrain and inclement weather

MENTAL DEMANDS

- Requirement to manage a demanding workload of competing priorities.
- An ability to accurately analyse and interpret a range of quantitative and qualitative data sources.
- Requirement to handle distressing and sensitive situations including engagement with individuals who may be difficult or aggressive.

WORKING ENVIRONMENT

Hybrid working in accordance with the Councils flexible working policies.

ALL STAFF RESPONSIBILITIES

To adhere to all Council Policies, in particular Equal Opportunities.

To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.

To be committed to the principles of equality, diversity, and the ability to treat everyone who you come in contact with dignity and respect.

Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people, and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness.

HEALTH AND SAFETY

Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.

PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Minimum 5 GCSE's (or equivalent, e.g. O'Level, NVQ, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Educated to degree level or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Certificate of Registration of the Environmental Health Registration Board (EHRB) or Diploma in Environmental Health (or its antecedents) awarded by EHRB or the Royal Environmental Health Institute of Scotland (REHIS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Evidence of continuing professional development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
EXPERIENCE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Experience of a regulatory role in licensing, trading standards, environmental health, or similar service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Experience in undertaking complex investigations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Understanding of the legal controls around investigative processes (PACE, RIPA, CHIS etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview

Knowledge of council and other stakeholder procedures and processes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of working with back-office database systems such as IDOX UNiform.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form/Interview
SKILLS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Good verbal and written communication and presentation skills, including report writing and presentation of evidence.	<input type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Strong interpersonal skills to gain the agreement and acceptance of colleagues, elected members and customers.	<input type="checkbox"/>	<input type="checkbox"/>	
I.T Skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Microsoft Office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form/Interview
BEHAVIOURS / ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Ability to recognise and meet deadlines, work under pressure, prioritise own workload and work on own initiative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Ability to exercise discretion and judgment and identify creative solutions to problems in a range of areas where advice is not available, and policies and procedures provide only general guidance.	<input type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Team Player.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Commitment to equal opportunities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Customer focus with an ability to successfully work with a variety of groups and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Commitment to the principles of equality, diversity, risk management and health and safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Able to work outside normal office hours, including at short notice in event of an emergency and evening and weekend work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview
Full Driving License with use of motor vehicle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form/Interview