

Job Description

Job Title	Environmental Health Officer
Grade	PO4
Reporting To	Operations Manager Environmental Health
JD Ref	REG102P

Purpose

Carry out criminal compliance enforcement activities within the regulatory service functions, including inspections, surveys, and investigations into complex and serious breaches of Environmental Health legislation.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Communication, Engagement and Training:

- Undertake and/or supervise complex projects involving a range of stakeholders, aimed at securing business compliance with all Environmental Health legislation.
- Significant participation in project teams to deliver local and national health promotion initiatives.
- Contribute to the management of the Service by supervising, training, mentoring and monitoring the work of less experienced colleagues, checking their work, providing specialist advice and guidance as necessary.
- Develop and maintain a lead officer role in relation to one or more aspects of the work of the Environmental Health Section.
- Represent the environmental health section at meetings and to participate, co-ordinate or lead regional initiatives and projects with other Local Authorities, professional bodies, study groups and other external organisations such as the Food Standards Agency, the Health and Safety Executive, Police, Fire & Rescue Service and NHS.
- Deputise for the Team Leaders at local, countrywide and regional discussion, liaison, strategy and policy making groups.
- Give new business advice to members of the public and commercial undertakings within Wirral.
- Respond to complaints and enquiries from key stakeholders such as members of the public and our business partners.



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Data Analysis and Decision-Making:

- Carry out inspections, surveys, and investigations into complex and serious breaches of environmental health legislation. Identify legal contraventions and select, recommend, and execute appropriate enforcement activity based on assessed risk. Present solutions to bring a resolution to complex issues.
- Prepare reports, undertake correspondence, conduct interviews, brief the borough solicitor, and when necessary, Counsel and give evidence in Court or at Tribunals.
- Enforce all relevant legislation utilising a full range of enforcement powers from an informal educative approach to formal legal proceedings as laid down in the Division's Enforcement Policy. Officers are expected to use persuasive skills and have the ability to change people's behaviour when dealing with high level and complex negotiations.
- Participate in initiatives and consistency exercises to monitor the work of peers to ensure that Officers within Environmental Health enforce the law consistently and uniformly.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Be fully aware of and comply with all legislation, statutory guidance and good practice relating Environmental Health and to keep abreast of all legal and or other developments.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- The Certificate of Registration of the Environmental Health Officers Registration Board or equivalent.
- Hold a degree or diploma in Environmental Health.
- A full UK Driving licence.

Desirable

- *Chartered Institute of Environmental Health Officers Assessment of Professional Competence or Assessment of Professional Development.*
- *Post Graduate qualification in an appropriate discipline.*
- *Membership of the Chartered Institute of Environmental Health.*
- *Evidence of structured on-going training in food safety matters.*
- *Post qualification attendance on Food Standards Agency (FSA) run, FSA accredited, or similar courses or seminars.*
- *Lead Auditor Assessor Qualification.*



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Knowledge & Skills

- Excellent written and verbal communication skills and an ability to influence the behaviour of others.
- Knowledge of current and proposed Environmental Health legislation and statutory guidance.
- Ability to work with minimal supervision and to a high level of accuracy.

Desirable

- *Knowledge of Environmental Services, in particular the Environmental Health Section.*
- *Enforcement procedures and PACE.*
- *The relationship and interaction between relevant statutory agencies.*
- *Quality Assurance procedures.*
- *The Safer Food Better Business initiative.*
- *The National Food Safety Rating Scheme.*
- *To be an effective communicator at all levels.*
- *Ability to work as both an enforcer and educator.*
- *Ability to research projects and special assignments and present the findings.*
- *Computer Literacy.*
- *Effective time management.*
- *The ability to monitor and supervise other staff.*
- *An awareness and understanding of equality issues.*

Experience

- Experience of undertaking inspections, surveys and investigations in relation to complex and serious breaches of Environmental Health legislation.

Desirable

- *Inspecting high risk food premises.*
- *Investigating food complaints.*
- *Enforcing health and safety and other associated legislation.*
- *Investigating sporadic food poisoning cases and food poisoning outbreaks.*
- *Enforcing food safety in approved premises.*
- *Auditing HACCP based systems.*
- *Using detention and seizure powers.*
- *Using prohibition and voluntary closure procedures.*
- *Taking food samples.*
- *Participating in food safety education initiatives.*
- *Inspecting industrial premises under the PPC regime.*
- *Working knowledge of Air Quality standards.*
- *Experience of contaminated land and applying the associated legislation.*
- *Experience of investigating a range of pollution related complaints.*
- *Preparing Cabinet reports.*
- *Conducting interviews for enforcement purposes.*
- *Giving presentations.*
- *Taking prosecutions.*



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Additional Information:

- The role requires late night lone working and for the officer to carry a range of equipment therefore a current driving licence and having a car available for work is essential.
- Work hybrid, with a flexible working approach to accommodate service needs.
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Working at Heights
- Working with sewerage
- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Driving duties
- Exposure to persons with challenging or aggressive behaviour

Approved By: Deeta Cooper - Environmental Health Senior Manager
Date Of Approval: 13th December 2024



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