**Job Description**

**Environmental Health Officer**

**Role Profile** BCP Band J

**Service/Team** Housing and Public Protection

**Reports to** Principal Environmental Health Officer

**Responsible for** N/A

**My job improves the quality of life for the people of Bournemouth, Christchurch and**

**Poole by ensuring effective and timely delivery of one or more service areas within Environmental Health**

**Number of posts** 2

# Job Overview

To investigate, enforce or resolve regulatory, legislative and policy frameworks across a range of Environment Health service areas, to enhance the environmental and economic wellbeing of the community and protect the health and safety of the public. Officers may have an area of specialism but will be expected to operate across all areas of environmental health.

# Key Responsibilities

• Conduct detailed and complex investigations into non-compliance with regulatory standards, human or animal disease outbreaks, and persistent detriment or nuisance to consumers and residents, across a range of Environmental Health service functions, and case-manage such investigations through to prosecution, relevant outcome, or conclusion.

• Obtain evidence, prepare witness statements and formal documentation, and represent the Council at Magistrates & Crown Courts or civil courts as required, to ensure that those not complying with Environmental Health laws are prosecuted, or subject to alternate methods of enforcement and disruption.

• Carry out routine inspections and audits of businesses including high-risk complex business activities to ensure compliance with statutory frameworks.

* Arrange and collect formal and informal samples for testing (microbiological, shelf life, product identification) and interpret and report on results.

• Investigate consumer complaints, and provide advice to consumers, traders, businesses, and manufacturers to protect public health and safety, and targeting enforcement and tackling persistent offenders based on detriment, harm, and risk.

• Prepare reports detailing inspections and investigations for use by the management team, other Council Service Managers or external agencies and bodies.

• Participate in research projects and educational initiatives as required, delivery of courses, seminars, or events, to promote better consumer, trader and commercial awareness of relevant regulations and consumer rights.

• Provide professional advice to Members and the public regarding legislative requirements, to ensure the provision of accurate advice and a timely resolution of issues.

• Feedback on the effectiveness of procedures and systems, suggesting changes and improvements to contribute to the development and improvement of the regulatory service unit.

* Develop specialist knowledge and skills in focused service areas, according to the needs of the service, including but not limited to Food Safety, Port Health, Animal Health, Foodborne illnesses and Infectious Diseases, Health & Safety, Pollution Control and undertake continuous professional development.

• Maintain accurate records so that information is accessible and auditable.

* Occasional supervision of junior colleagues to support the resolution of escalated issues, provide advice or assist the induction of new colleagues

#  Specific Qualifications and Experience

* Degree or equivalent in Environmental Health
* Membership of a relevant professional organisation (Chartered Institute of Environmental Health), or the knowledge, skills and training that would enable membership.
* Demonstrate the minimum competencies required for a specialist subject area and working towards any relevant defined specialist competencies.
* Advanced, applied and theoretical in-depth knowledge of relevant Environmental Health legislation, regulatory frameworks, and technical aspects, to problem solve and create new approaches.
* Advanced knowledge and experience of inspection, investigation, sampling, testing procedures and PACE and RIPA.
* Experience of conducting investigations and inspections in two or more relevant regulatory functions and specialisms, and of conducting interviews under caution and undertaking complex enforcement activity.
* Ability to communicate and persuade, using evidence and professional expertise to build a persuasive and well-reasoned case, and to provide professional advice, and translate complex technical information for a range of audiences.
* Ability to plan organise time effectively a large caseload over many months.

# Personal Qualities & Attributes

* Ability to work collaboratively and independently
* High level of personal credibility, integrity and emotional resilience.
* Ability to work with ambiguity and constant change
* Decisive and robust in the face of conflicting demands

# Job Requirements

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
* The role holder may experience challenging or hostile situations and/or unpleasant environments.
* The role holder will participate in Out of Hours on-call rotas and shift working as necessary. The role will also require working occasional evenings and weekends outside of core hours, including directing and supporting operational staff working at such times.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.