

Job Description

Job Role: Environmental Health Officer / Graduate Environmental Health Officer
Service: Environmental Health & Trading Standards

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC7 – 8 (Career graded)
Location:	Environmental Health Plough Lane, Hereford. HR4 0LE,
Responsible to:	Service Manager

Main purpose of the role

To carry out the duties of a Graduate Environmental Health Officer and upon EHRB registration or CIEH Chartered Environmental Health Practitioner accreditation, Environmental Health Officer for the effective discharge of the Council's responsibilities, duties and function to meet objectives and implement the work programme. To provide a corporately responsible and accessible environmental health role, which delivers legislative enforcement, advice and education to promote and secure an enhanced sustainable and safe environment for Herefordshire.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To carry out the duties of a Graduate Environmental Health Officer / Environmental Health Officer for the effective discharge of the Council's responsibilities, duties and function to meet objectives and implement the work programme. A summary of the functions / responsibilities of the work areas where Environmental Health Officers may be deployed is given below at Appendix 1. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Prepare and present written reports to colleagues, managers, and members on aspects of individual cases and the overall service to keep them appropriately informed and make recommendations. 	<ul style="list-style-type: none"> Daily / As required
<ul style="list-style-type: none"> Monitor own caseload, working to targets, assessing and reviewing own workload priorities and keeping manager and supervisor informed of progress and any deviation from planned deadlines. 	<ul style="list-style-type: none"> Daily / weekly / As required
<ul style="list-style-type: none"> To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> (For HC8 graded EHO with EHRB registration or CIEH Chartered Environmental Health Practitioner accreditation) - Collaborate with other agencies and organisations, and with colleagues across the authority, to develop and improve joint projects and ways of working. 	<ul style="list-style-type: none"> Daily / As required



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> For HC8 graded EHO with EHRB registration or CIEH Chartered Environmental Health Practitioner accreditation) - Assist in the training of other colleagues to assist in their development and the improvement of the service. This may include giving advice, support and training to students or other officers as required including undertaking shadow visits and the creation and development of training activities/presentations. 	<ul style="list-style-type: none"> Daily / As required
<ul style="list-style-type: none"> Be responsible for own safety and not endanger that of colleagues/visitors to the workplace. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Work in compliance with the codes of conduct, regulations and policies of Herefordshire Council, and its commitment to equal opportunities. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Ensure that output and quality of work is of a high standard and complies with current legislation / standards 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Inspect and collect data (survey and inspection of premises, investigation of incidents, accidents and processes, measurement of a variety of environmental factors) and accurately record this data in written or electronic form to enable fully informed decision making with regard to environmental health conditions. 	<ul style="list-style-type: none"> Daily / As required
<ul style="list-style-type: none"> Evaluate and appraise collected data, assessing and prioritising levels of risk and comparing with standards (current legislation, regulations, codes of practice, good practice guidance etc.) to establish where there are deficiencies and to determine the most appropriate method of improving environmental health conditions. 	<ul style="list-style-type: none"> Daily / As required
<ul style="list-style-type: none"> Specify, schedule and supervise works under legal powers or through contractual or voluntary arrangements to ensure the improvement of environmental health conditions 	<ul style="list-style-type: none"> Daily / As required
<ul style="list-style-type: none"> Use appropriate legal powers (in the collection and presentation of evidence, the serving of legal notices or making or orders, seizure of equipment or goods and in pursuing court proceedings) to enforce minimum legal environmental health standards. 	<ul style="list-style-type: none"> Daily / As required
<ul style="list-style-type: none"> Communicate with members of the public, individually or collectively, in a variety of media (verbal, written or electronic) to respond effectively to complaints, explain legislative standards, mediate between conflicting individuals and groups, train and educate, promote council initiatives and to engage the public through consultation in the development and delivery of the service. 	<ul style="list-style-type: none"> Daily / As required
<ul style="list-style-type: none"> The post holder is required to work unsocial hours, including from time to time some evenings, nights and weekends as necessary. 	<ul style="list-style-type: none"> As required

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> The post holder will be required to comply with organisation's policies and procedures. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Other activities commensurate with this Job Description may from time to time be undertaken by the post holder. 	<ul style="list-style-type: none"> As required



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> Degree or Diploma in Environmental Health – HC7 grade. 	Essential	A, I
<ul style="list-style-type: none"> EHRB registration or CIEH Chartered Environmental Health Practitioner accreditation – to proceed to HC8 grade. 	Essential	A, I
<ul style="list-style-type: none"> Equivalent baseline qualification for official controls under the Food Law Code of Practice for food hygiene inspection. 	Essential	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Good knowledge, and understanding of Environmental Health issues including legislation regulations, codes and good practice. 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> Ability to apply effectively and appropriately in practical situation theoretical knowledge of Environmental Health. 	Essential	A, I
<ul style="list-style-type: none"> Commitment to and an understanding of issues of quality of service, customer focus and equality of access to services. 	Essential	A, I
<ul style="list-style-type: none"> Effective verbal and written communication skills. 	Essential	A, I
<ul style="list-style-type: none"> Ability to prioritise and organise workload and meet deadlines. 	Essential	A, I

Requirements	Essential or Desirable	Identified by
<ul style="list-style-type: none"> Ability to work with minimum supervision. 	Essential	A – Application I – Interview A, I
<ul style="list-style-type: none"> Ability to travel to any location within the County of Herefordshire. 	Essential	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.





**Herefordshire
Council**

Value - Upholding high standards,

ethics and integrity to guide our actions and decisions.

Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.



**Spirit of
Herefordshire**

A place to Live, Work & Thrive

