

Job Description

Job Role: Level 6 Apprentice -
Environmental Health Practitioner

Service: Regulatory Services

| Role Structure | Role Details |
|-----------------|---|
| Directorate: | Economy & Environment |
| Grade: | Career Grade HC5-8 |
| Location: | Plough Lane |
| Responsible to: | Principal Environmental Health Officer and/or Service Manager (as appropriate to current structure) |

Main purpose of the role:

To undertake the general duties of an Environmental Health Practitioner. Through advice, consultation and interventions under a legislative framework they protect and improve the environments in which people live and work and protect public health. As an environmental health practitioner you'll develop, implement and enforce health policies using specialist technical skills and knowledge to maintain and safeguard standards relating to people's health and wellbeing.

| Key Duties and Responsibilities | Frequency of Task |
|--|---|
| <ul style="list-style-type: none"> Undertake a relevant CIEH accredited BSc, MSc or level 6 degree apprenticeship in Environmental Health, regularly attending university / college as required to successfully complete a program of study and achieve the relevant academic award within the time frame required. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> Level 1 - HC5 Assisting Level 2 - HC6 Non-complex matters under supervision Level 3 - HC7 Complex matters under supervision Level 4 - HC8 Complex matters whilst working on own initiative (See Person specification for level requirements) | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> To carry out inspection in relation to all Environmental Health legislation (as applicable). | <ul style="list-style-type: none"> Daily |



| Key Duties and Responsibilities | Frequency of Task |
|--|---|
| <ul style="list-style-type: none"> To investigate breaches of both civil and criminal legislation relating to all Environmental Health matters (as applicable). | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> To deal with complaints, enquiries, Primary Authority and Home Authority referrals relating to Environmental Health matters. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> To undertake those investigations, complaints, enquiries or requests for advice anywhere within the Environmental Health and Trading Standards Service which would be better suited by their experience and knowledge. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> To provide advice and guidance to businesses, other agencies and members of the public in respect of the above matters as a result of inspections, investigations and in response to enquiries. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> Communicate with members of the public, individually or collectively, in a variety of media (verbal, presentations, 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"> As required |
| <ul style="list-style-type: none"> To prepare and sign reports, notices, licenses and correspondence resulting from the above-mentioned inspections and investigations, to obtain witness statements, to issue cautions in accordance with PACE, to carry out interviews in accordance with PACE and accompanying code of practice, to undertake prosecutions and attend court or industrial tribunals as necessary | <ul style="list-style-type: none"> Daily |
| <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"> As required |
| <ul style="list-style-type: none"> To present lectures and seminars to colleagues, business and consumer organisations and other interested organisations. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> To be a service specialist in an allocated core area of Environmental Health legislation and to represent Herefordshire on regional, national and other groups | <ul style="list-style-type: none"> Daily |



| Key Duties and Responsibilities | Frequency of Task |
|---|---|
| <ul style="list-style-type: none"> To contribute to the planning and implementation of operational programmes, projects and trade audits and for these purposes use allocated resources. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> To issue fixed penalty notices in accordance with the agreed enforcement policy for the appropriate offences. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> To keep themselves apprised of legislation and technical developments and changing practises as they affect Environmental Health. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> Carry out targeted programmes to raise awareness and prevention strategies concerning Environmental Health legislation. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> To liaise with the media in the promotion of activities of the Environmental Health Service. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> The post holder will be expected to take such decisions as are required of an Environmental Health Practitioner and take appropriate action on their own initiative. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> To use the national intelligence operating model approach in investigation including updating, searching and profiling intel on appropriate national, regional and local intel data base systems. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> Liaise with other services such as Planning, Legal and Licensing to promote compliance and achieve improved outcomes for businesses and residents. | <ul style="list-style-type: none"> As required |
| <ul style="list-style-type: none"> To ensure that full and accurate records are maintained in respect of all work undertaken, to enable fully informed decision making with regard to Environmental Health conditions. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> To participate in the practical training of staff. | <ul style="list-style-type: none"> Monthly |
| <ul style="list-style-type: none"> To ensure the competent and safe use of information technology and other specialist equipment, including interpretation of results and safe custody. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> To support and promote the corporate activities of the Council. | <ul style="list-style-type: none"> Daily |



| Key Duties and Responsibilities | Frequency of Task |
|--|---|
| <ul style="list-style-type: none"> To ensure the accuracy of data recording and information retrieval. | <ul style="list-style-type: none"> Daily |
| <ul style="list-style-type: none"> Analyse and interpret data and information and implement decisions on a broad range of activities across the service area, as directed by other officers. | <ul style="list-style-type: none"> As required |
| <ul style="list-style-type: none"> Occasionally, post holders will be required to deal with difficult customers and may be required to visit premises that are filthy and verminous. | <ul style="list-style-type: none"> As required |
| <ul style="list-style-type: none"> Work outside normal office hours, when necessary, for the effective performance of duties. This will include independent study and completion of all course and assessed work, as required for the degree programme. | <ul style="list-style-type: none"> As required |
| <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 | | |
| Level 1: HC5 <ul style="list-style-type: none"> Grade 4/C or above in English and Maths GCSE (or other level 2 equivalent). | Essential | A, I, plus certificates |
| <ul style="list-style-type: none"> 80 UCAS points (typically at least grades CDD at A – Level or Level 3 equivalent) with a minimum of one science or technology-based subject i.e. Chemistry, Biology, Human Biology, Physics, Geography, Geology, Environmental Science, Nutrition, and Food Science or similar as some courses may expect psychology. <p>Or</p> <ul style="list-style-type: none"> Relevant or prior experiential learning may also be considered as an alternative but would be subject to agreement with the relevant college / university. | Essential | A, I, plus certificates |
| <ul style="list-style-type: none"> Enrolment on a relevant CIEH accredited level 6 Environmental Health Practitioner BSc Apprenticeship. | Essential | A, I |
| Level 2: HC6 <ul style="list-style-type: none"> The antecedents of above; and Level 6 Environmental Health Practitioner Apprenticeship | Essential | A, I, plus certificates |



| Requirements | Essential or Desirable | Identified by A – Application I – Interview |
|--|------------------------|---|
| Completion of End Point Assessment Year 2; | | |
| Level 3: HC7 <ul style="list-style-type: none"> • CIEH accredited Environmental Health BSc, MSc or Diploma in Environmental Health or approved equivalency | Essential | A, I, plus certificates |
| Level 4: HC8 <ul style="list-style-type: none"> • The antecedents of above; • and EHRB or CIEH EHP Portfolio registration | Essential | A, I, plus certificates |
| Experience & Knowledge | | |
| Level 1: Paygrade HC5 <ul style="list-style-type: none"> • An understanding of the complex political and corporate environment in which this role operates | Desirable | A, I |
| Level 2: Paygrade HC6 <ul style="list-style-type: none"> • The antecedents of above; and • Experience of working within an environmental health, regulatory, legal or consumer role. • Broad knowledge of environment health legislation, e.g. Environment Act, Environmental Protection Act, data protection legislation, anti-social behaviour legislation etc. • The role of the environmental health service in leading on and contributing to the wider public health agenda and the health, safety and wellbeing of local | Essential | A, I |



| Requirements | Essential or Desirable | Identified by A – Application I – Interview |
|---|------------------------|---|
| communities in Herefordshire. | | |
| Level 3: Paygrade HC7 <ul style="list-style-type: none"> • The antecedents of above; and • Experience in an enforcement and investigative role. • An understanding of the procedures and practices involved with carrying out evidence and risk-based inspections, audits and investigations • The procedures and practices involved in taking a range of enforcement actions • The procedures and practices involved with granting permits, licences and authorisations • Evidence of Continuing Professional Development (CPD) in an area of Environmental Health legislation. | Essential | A, I |
| Level 4: Paygrade HC8 <ul style="list-style-type: none"> • The antecedents of above; and • Taking the lead role for an area of environmental health. • The relevance and interpretation of complex/scientific reports, technical guidance, analytical data, research and other forms of evidence • The concepts of hazard | Essential | A, I |



| Requirements | Essential or Desirable | Identified by A – Application I – Interview |
|--|--|---|
| <p>analysis and risk assessment and their practical application in environmental health</p> <ul style="list-style-type: none"> The principles of collecting evidence for monitoring, investigations and enforcement purposes including seizure and detention powers, formal sampling procedures and exhibit referencing | | |
| Skills and Abilities | | |
| <ul style="list-style-type: none"> Verbal and written communication skills. | In relation to these points the minimum levels required are: Level 1: Paygrade HC5 | A, I |
| <ul style="list-style-type: none"> Ability to convey and explain complex legal and technical issues at all levels. | Basic Level 2: Paygrade HC6 | A, I |
| <ul style="list-style-type: none"> Ability to exercise judgement as to the appropriate balance between education and enforcement. How to liaise and communicate appropriately with a variety of sources including, partner agencies, the public and the media Ability to manage and prioritise workload. Ability to achieve results through negotiation, education and enforcement. To act effectively as a team member. Ability to delegate and supervise when necessary. | Level 3: Paygrade HC7 Good Level 4: Paygrade HC8 Excellent and also to be assigned to a lead discipline | A, I |



| Requirements | Essential or Desirable | Identified by A – Application I – Interview |
|---|------------------------|---|
| <ul style="list-style-type: none"> • Possess self-motivation and the ability to motivate technical and administrative staff. • Ability to interpret and put into practise the authorities polices. • Ability to deal effectively and safely with aggression. • Ability to use and interpret results from relevant complex technical equipment and data. • Ability to lead and report on special project appropriate to the job. • Possess the confidence and ability to work under own initiative especially in hazardous conditions. | | |
| <ul style="list-style-type: none"> • Provide specialist, professional and technical environmental health advice and guidance to a range of stakeholders such as residents, businesses, property owners, government agencies and partners | | A, I |
| <ul style="list-style-type: none"> • Plan, undertake and lead inspections, audits and other forms of investigations across the breadth of environmental health matters | | A, I |
| <ul style="list-style-type: none"> • Evaluate applications and grant relevant licences and permits eg. environmental permits, HMOs, caravan sites, skin piercing, tattooists etc | | |
| <ul style="list-style-type: none"> • Identify, evaluate and | | A, I |



| Requirements | Essential or Desirable | Identified by A – Application I – Interview |
|---|------------------------|---|
| communicate environmental health risks and risk management solutions to a range of stakeholders | | |
| <ul style="list-style-type: none"> Ability to be able to move around the county. | | 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 behaviour, 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.





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.

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.

