

NORTH HERTFORDSHIRE DISTRICT COUNCIL

Planning, Housing & Enterprise Directorate

JOB DESCRIPTION



Date issued: March 2015

Post No: EH3

Job Title:	Environmental Health Officer/Environmental Protection Officer
Service/Unit Area:	Environmental Health (Commercial Section)
Grade:	Level 1 = Grade 7 Level 2 = Grade 8 Level 3 = Grade 9 Level 4 = Grade 10 (Senior)
Hours:	37 hours per week
Responsible to:	Commercial Team Manager
Responsible for:	Any staff assigned to the post-holder
Contacts:	Other NHDC staff Environmental Health staff in neighbouring authorities Hertfordshire Police Hertfordshire Fire & Rescue Food Standards Agency Health & Safety Executive Other central Government agencies and departments Public Health England NHS England Architects, Surveyors and Service Engineers and other specialists Business Community Members of the public Magistrates

Job Summary:

Responsibility for carrying out enforcement, advisory duties and promotional duties in respect of a range of environmental health functions, but in particular those associated with food hygiene and safety, occupational health & safety, infectious disease control and statutory nuisance. **For level 3/4 officers** act as a 'lead officer' for an area of work .

Level 1 = Non EHRB, unqualified EHOs in final year.

Level 2 = EHRB registered EHOs

Level 3 = Min 2 year post graduate experienced EHOs/EPOs

Level 4 = As level 3 plus further qualification/higher professional status

Unless specified, responsibilities apply to all levels

Key Responsibilities:

1 Principal Responsibilities

- 1.1 The consistent and professional application of all strategies, policies and legislation relating to food hygiene and health & safety in commercial premises.
- 1.2 The promotion of safe and hazard free business through advisory, educational and enforcement activity. Appropriate enforcement action to include:
 - Verbal & Written Warnings

- Statutory Notices - **level 2/3/4**
 - Prosecutions & Formal Cautions - **level 2/3/4**
 - Seizure & detention of unfit/illegally imported food – **level 2/3/4**
 - Seizure & detention/prohibition of dangerous equipment – **level 2/3/4**
- 1.3 The issuing of approvals under product specific legislation **level 3/4**.
 - 1.4 The prioritised inspection of all food premises in accordance with statutory requirements and Codes of Practice and the production of timely and appropriate written communication following the inspection – **level 2/3/4**.
 - 1.5 The sampling of food and water for microbiological and chemical analysis.
 - 1.6 The investigation of food complaints and where necessary take appropriate enforcement action.
 - 1.7 The investigation of food poisoning and infectious disease. Fulfilment of related duties under the Public Health (Control of Disease) Act 1984.
 - 1.8 Health promotion and education activities including food hygiene training.
 - 1.9 The prioritised inspection of commercial premises (and such other premises as may be required by the Commercial Team Manager) to ensure compliance with the Health & Safety at Work etc. Act 1974 and other related legislation – **level 2/3/4**.
 - 1.10 The promotion of safe and hazard free workplaces through advisory, educational and enforcement activity, sometimes in noisy and offensive environments.
 - 1.11 The investigation of accidents at work, and where authorised (**level 2/3/4**) take appropriate enforcement action.
 - 1.12 The post holder is an authorised Inspector under the Health & Safety at Work Act and is authorised to sign formal notices under legislation within the purview of the Service in accordance with the relevant enforcement policy. In particular, the service of notices under the Health & Safety at Work etc. Act 1994, The Food Safety and Hygiene (England) Regulations 2013, Food Safety Act 1990 and Environmental Protection Act 1990 will be relevant – **level 2/3/4**.
 - 1.13 The investigation of pest complaints in commercial premises and where authorised (**level 2/3/4**) take appropriate enforcement action, e.g. serve notice or emergency closure to protect public.
 - 1.14 The investigation of drainage and other miscellaneous public health complaints emanating from commercial premises and where necessary take appropriate enforcement action.
 - 1.15 The arranging of burials as necessary under the provisions of the Public Health (Control of Disease) Act 1984. Sensitive communication with distant relatives and friends. Liaison with Coroner and Treasury Solicitor.
 - 1.16 To comment on the public safety aspect of licensing applications as part of the Environmental Health Departments responsible authority role
 - 1.17 The investigation and abatement of statutory nuisances, including noise nuisance emanating from food premises.
 - 1.18 Enforcement of the requirements of the Health Act 2006, including investigation of complaints about smoking in public places.
 - 1.19 Provide professional advice to Planning Control on planning applications involving commercial premises where there are environmental health implications that can either be controlled by planning conditions or would justify refusal – **level 2/3/4**
 - 1.20 To contribute to the wider public health agenda and public health objectives for Hertfordshire.

- 1.21 The production and presentation of Committee reports as necessary – **level 2/3/4**.
- 1.22 On a rota basis participate in the weekend noise service for which an additional payment is made, which involves noise issues at night, misfiring car & burglar alarms, noisy parties, difficult domestic nuisance cases. This may involve conflict with aggressive people under the influence of drugs or alcohol.
- 1.23 To assist with the training of student Environmental Health Officers and others in furtherance of environmental health education. Planning work and material appropriate to their needs and experience. Checking work produced e.g. wording on statutory notices.
- 1.24 To maintain a high level of competence within a specialist area, taking responsibility for policy development, strategy, adequacy of procedures, training, giving advice and support to other officers and generally acting as the 'lead' officer in that area – **level 3/4**
- 1.25 The carrying out of physical work where applicable, including climbing of ladders and lifting man-hole covers.
- 1.26 The carrying out of such other environmental health duties as the Head of Housing & Public Protection may require from time to time, including work outside normal office hours.
- 1.27 Maintain a good (**level 1/2**) or in-depth (**level 3/4**) understanding of environmental health concepts and principles across all Environmental health disciplines (Housing, Environmental Protection, Health and Safety, Food Safety, Public Health).

2 Service Management

- 2.1 The consistent and professional application of environmental health related issues within Council Strategies and Policies.
- 2.2 To ensure your service meets the Council's Customer First Standards.
- 2.3 To actively promote your service in order to raise the profile of the Council and demonstrate its value to residents and customers.

3 Financial Responsibilities

- 3.1 To work within the Council's Standing Orders for Contracts and Financial Regulations.

4 Other Responsibilities

- 4.1 To ensure that the Council's Customer Care standards are maintained when dealing with members of the public and internal customers.
- 4.2 To attend meetings of the Council or Committees as required.
- 4.3 To ensure that all dealings with staff and the public are conducted within the Council's Equal Opportunities framework.
- 4.4 To comply with all relevant legislation to ensure effectiveness in the role.
- 4.5 To have regard for the duty of care of information (with particular reference to the Data Protection Act and Freedom of Information Act) gained during the course of employment that relates to other employees, the public, contractors, Elected Members etc.
- 4.6 To create and maintain authentic, timely and reliable records in relation to your duties; to take due care and attention when gathering, recording and manipulating data and to have regard to guidance issued by the Council in connection with data management.
- 4.7 To have an understanding and competency in risk management.

