

(Senior) Environmental Health Officer Health Protection

Salary Range: Up to £38,523 plus essential car user allowance and possible relocation package up to £5,000

Work Location: Beech Hurst, Andover

We have an exciting opportunity to join a forward-thinking authority located in a beautiful part of Hampshire and with excellent employee satisfaction rates.

We are seeking to recruit a (Senior) Environmental Health Officer to work in a small team of dedicated and professional staff.

As an officer in the Health Protection Team you will help deliver our food hygiene inspection programme and assist with a variety of other health protection functions including the inspection of workplaces, the investigation of accidents, infectious disease control and licensing.

You will be enthusiastic, customer-focused and technically knowledgeable, with first rate problem-solving and communication skills. You will have opportunities to lead on various projects and work areas and also to help shape the improvement of our services.

You will benefit from a generous holiday allowance, free car parking, an on-site staff restaurant, subsidised leisure facilities, flexi-time and a defined benefits pension scheme. A relocation allowance is also available if eligibility criteria are met.

For an informal discussion please contact Chris Lewis, Principal Environmental Health Officer, on 01264 368465.

For more information or an application form please visit our [website](#). Alternatively you can contact our Human Resources Team on, 01264 368106 or email jobs@testvalley.gov.uk

Closing date for return of application forms is 12 noon on Monday 23 July 2018.

COMMITTED TO EQUALITY OF OPPORTUNITY IN EMPLOYMENT AND SERVICES



Job Description & Person Specification

Job Title:	(Senior) Environmental Health Officer	Job Reference:	50360930 (formerly HH50)
Service:	Housing & Environmental Health		
Location:	Beech Hurst, Weyhill Road, Andover, Hampshire SP10 3AJ	Grade:	8 - 9 career grade. 'Senior' title is linked to grade 9 only
Reports to:	Principal Environmental Health Officer (Health Protection)		
Date:	June 2018		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
To help ensure compliance with health protection law and protect public health. This will mainly be done through the upholding of food hygiene standards in commercial food premises, checking compliance with health and safety law, the control of infectious disease and the licensing of premises engaging in certain higher risk activities.			
Main responsibilities and duties			
<ol style="list-style-type: none">1. Carry out inspections, audits and investigations in respect of various Health Protection functions, including those relating to food hygiene, workplace health and safety, licensing, infectious disease control, the registration of hairdressers and skin piercers, and street trading consents.2. Carry out all functions to a professional standard, in accordance with relevant legislative requirements, good practice and also adhering to all Council and Service policies, procedures and standards.3. Maintain an up-to-date knowledge of relevant legislation, guidance and good professional practice.4. Take appropriate regulatory or advisory follow up action, where appropriate, in line with the postholder's delegated authority.5. Prepare information for committee reports or other purposes for the Principal Environmental Health Officer (Health Protection), Environmental Health Manager or Head of Housing and Environmental Health, and attend Council Committee meetings and working groups as necessary.			

6. Inspect commercial food premises for food hygiene purposes, prepare follow up inspection reports, and give food hygiene compliance advice and/or take regulatory action where appropriate.
7. Carry out health and safety inspections, prepare follow up inspection reports, give health and safety compliance advice and/or take regulatory action where appropriate.
8. Prepare reports, evidence and statements in respect of legal proceedings, public appeals, hearings, inquiries etc. and give evidence as necessary on behalf of the Council.
9. Conduct food, water and environmental sampling in accordance with any sampling programmes being undertaken.
10. Investigate infectious disease notifications and take follow-up action as appropriate.
11. Respond appropriately to customer enquiries and complaints relating to Health Protection Team functions.
12. Check and issue, as appropriate, health certificates for food businesses that export food and drink to third countries.
13. Keep and update records as required in accordance with Service standards and retention policies.
14. Lead on various projects and campaigns if required.
15. Respond and give appropriate advice in respect of licensing and planning consultations.
16. Deal appropriately with urgent technical matters that arise, such as food product recalls or outbreaks of foodborne illness.
17. Work outside of normal working hours from time to time and participate, as required, in the Environmental Health Unit's out-of-hours service.
18. Assist members of the Environmental Protection Team if / when required, for example following a major incident.
19. Assist with and participate in Emergency Planning, acting as an Incident Liaison Officer as may be required for the purposes of exercises or in appropriate emergencies.
20. Ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

The list of duties is not to be regarded as an exhaustive list and you should be aware of the need for flexibility in the interest of the Council and its customers.

Supervision and management

The postholder does not have any line management responsibility.

Resources

The postholder is not in control of any budget, vehicle or other specialist resources, but will be provided with personal protective equipment and other equipment as necessary to undertake duties required.

Contacts and relationships

The post is a public facing role and will have regular contact with business operators and staff, and to a lesser extent, members of the public. The postholder is also required to work closely with other Council Services as appropriate to meet wider Council objectives.

Working environment

- This is an office based role.
- Frequent travel to sites around the borough is required.
- There will occasionally be exposure to all weather conditions, traffic conditions, and hazards connected with outdoor work, lone working and exposure to hot and cold environments.
- Involves contact with the public with a risk of challenge or abusive behaviour.
- The post often requires a lot of walking and standing throughout the day, with some degree of bending and occasional lifting.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL (E) DESIRABLE (D)
Educational and professional qualifications	
<ul style="list-style-type: none"> ▪ Qualified Environmental Health Officer with BSc / MSc, or equivalent, in Environmental Health. ▪ Certificate of Registration from the Environmental Health Registration Board ▪ Membership of the Chartered Institute of Environmental Health (CIEH) ▪ Specialist post-graduate qualification in a relevant subject. 	E E E D
Knowledge	
<ul style="list-style-type: none"> ▪ Good technical and legal knowledge relating to food safety hazards and the carrying out food premises inspections. ▪ Good technical and legal knowledge relating to the regulation of workplace health and safety. ▪ Current knowledge of the main legal and technical aspects of Health Protection functions. ▪ Understanding the importance of organisational core values to delivering high quality customer service. ▪ Good overall understanding of the work of Environmental Health. 	E E E E D
Experience	
<ul style="list-style-type: none"> ▪ Inspection of a wide range of food premises, including high risk food premises, and the investigation of food complaints. ▪ Inspection of premises for workplace health and safety compliance purposes and the investigation of workplace accidents. ▪ Investigation of cases of suspected cases of foodborne illness and infectious disease. ▪ Regulatory action in respect of a wide range of Health Protection functions. ▪ Taking legal proceedings and as a witness in court proceedings. ▪ Dealing with business operators and members of the public. ▪ Experience of IDOX Uniform. 	E D E D D E D
Key skills	
<ul style="list-style-type: none"> ▪ Excellent communication skills, including the ability to communicate messages clearly, confidently and effectively, both verbally and in writing. 	E

<ul style="list-style-type: none"> ▪ Excellent interpersonal skills and able to deliver high standards of customer care (internally and externally). ▪ Ability to interpret legislation accurately, work to current codes of practice and apply best practice. ▪ Ability to assess regulatory options and apply sound judgement. ▪ Ability to organise work to meet deadlines and targets whilst delivering high standards of work. ▪ Ability to work effectively both independently and as part of a team in order to meet objectives. ▪ Ability to use tact and diplomacy at all times and display sensitivity in delicate situations. ▪ Basic IT skills, with the ability to use MS Word. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Personal qualities and behaviours	
<ul style="list-style-type: none"> ▪ You are dynamic and you look at life as an opportunity. ▪ You are committed to achieving, improving and innovating. ▪ You use your role as a mechanism to “can do” rather than “no way”. ▪ You value diversity, promote equality of opportunity for all, and you are committed to delivering services that are accessible to all. ▪ You are able to build and develop positive working relationships, recognising that everyone in the organisation and within partner agencies contributes, and that everyone, no matter their seniority, deserves to be treated with respect. ▪ You have a positive approach to supporting businesses and using your skills to coach improvement as part of your day to day work. ▪ You take ownership of problems and service improvements. ▪ You are friendly, fair and easy to work with. ▪ You are committed to delivering the best possible services for residents, and internal and external customers, and you are committed to protecting the public through Health Protection. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Other Factors	
<p>Basic Disclosure check required</p> <p>Essential Car User Allowance</p> <p>Participation in the out of hours standby call out rota required</p> <p>Evening and weekend working required periodically</p> <p>Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport</p>	
Corporate Responsibilities	
<p>All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:</p> <p>Health and Safety - Every employee while at work has a duty to take reasonable</p>	

care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.