

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Section:	Public Health and Protection
Sub Section:	Environmental Health
Post Title:	Environmental Health Officer
Vision Post Number:	2791
Grade:	GR11
Responsible to:	Team Manager
Posts Reporting to this Post:	none
Team:	
CRB Required Level:	
Location:	Ty Elai
Date of Description:	1 st April 2012

KEY OBJECTIVES

- To undertake the professional duties of enforcing legislation allocated to the team, ensuring the efficient discharge of the Council's responsibilities.

SPECIFIC RESPONSIBILITY

1. To undertake inspections and investigations and to enforce the relevant statutory provisions applicable to the Team.

2. To investigate requests for service regarding those matters falling to the Team for enforcement.
3. To co-ordinate, supervise or liaise with technical and other staff as appropriate to the duties of the Team.
4. To participate in an on-call service for emergency public health related matters.
5. To effectively contribute to the delivery of the Business Plan and other Strategic objectives of the Department under the direction of the Team Manager.
6. To carry out health and safety responsibilities in accordance with the Department's Health and Safety Responsibilities document.
7. Any other duties commensurate with the grade as directed by the Line Manager, or as a mutually agreed development opportunity.
8. The post holder maybe required to work in other Teams of the Department.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.



PERSON SPECIFICATION

This Person Specification sets out the knowledge and/ or qualifications and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Educated to Degree (or equivalent) level in Environmental Health.</p> <p>Hold appropriate registration and be recognised by the Chartered Institute of Environmental Health as a qualified Environmental Health Officer.</p> <p>Knowledge of legislative and regulatory framework related to environmental health.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>Hold additional professional or management qualification.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE		<p>Experience of enforcing aspects of legislation relevant to public health and protection, including gathering evidence, of prosecution, of defence, and associated Court appearances.</p> <p>Experience of supervision of staff in the absence of managers.</p>
COMPETENCIES		
Working in Partnerships and Teams	<p>Will go 'over and above' what's normal to contribute to the team's effectiveness.</p> <p>Knows when it will be most effective to work as a team and when to work alone; works well in both.</p>	
Communicating Effectively	<p>Adapts their style of communication to suit their audience including "translating" technical language.</p> <p>Communicates clearly and concisely.</p>	

Professional Expertise and Development	<p>Is positive about continuous professional development (CPD) and seeks opportunities to improve own knowledge.</p> <p>Analyses and evaluates information and data accurately.</p>
Managing Resources	Plans well in advance to meet deadlines.
Achieving Results	<p>Takes pride in delivering high quality work for the benefit of service users. Meets or exceeds targets.</p> <p>Makes decisions based on a wide range of information.</p>
Focusing on Service Users	<p>Treats customers in a non-judgemental, polite and respectful way.</p> <p>Acts in order to understand the needs of internal customers and service users.</p>
Creating and responding to change	Engages with new ideas and looks for ways to make them work.
Being accountable	Takes full responsibility for the delivery of tasks.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Ability to develop and implement professional standards in the absence of legal or alternative guidance.</p> <p>Ability to travel to meet the demands of the post.</p>