|  |  |
| --- | --- |
| New RDC Logo colour.JPG | **Job Description and Person Specification** |

|  |  |
| --- | --- |
| **Job Title** | Senior Environmental Health Officer  |
| **Department** | Environmental Health |
| **Reporting to** | Environmental Health Manager |
| **Grade** | 8 |

|  |
| --- |
| **Job Purpose** |
| The Senior Environmental Health Officer will support the Environmental Health Manager in the development and operational delivery of the Environmental Health Service through:* Acting as a resource of experience, knowledge and expertise in one or more specialist areas and where required, to take a lead in this area.
* Considering and formally responding to internal and external, legislative, policy, property and case consultations of greatest difficulty and complexity.
* Taking the lead in enforcement and regulation of greatest difficulty and complexity, such as inspection, emergencies, prosecution, appeal, closure, seizure, detention, prohibition, determination, and remediation.
* Undertaking health, safety or environmental impact analysis, assessment or review of greatest difficulty and complexity.
* Positively participate in the mentoring and career development of less skilled or experienced colleagues.
* Development of a commercial aptitude within the service area, where possible identifying and introducing cost effective solutions, generating income for service delivery whilst ensuring the achievement of value for money and customer focus.
 |

|  |
| --- |
| **Job Context** |
| The environmental health service is responsible for a wide range of statutory and regulatory functions in the following work areas: * Food safety
* Health and safety
* Infectious disease control
* Public health
* Undertake welfare funerals
* Observe and preside over home office exhumations
* Alcohol (premises and personal) and gambling licensing
* House-to-house collections, street collections
* Animal welfare licences
* Corporate health & safety
* Registration of premises performing tattooing, acupuncture, body piercing
* Environmental permits – local air pollution prevention and control
* Air quality management – Malton Air Quality Management Area
* Contaminated land
* Private water supplies
* Statutory nuisance investigations – noise, odour, dust, light and pests
* Statutory consultation with planning officers on a range of planning applications
* Environmental health consultancy including primary authority arrangements
* Event safety at large scale events
* Emergency planning including declared major incidents
 |

|  |
| --- |
| **Operational Duties and Responsibilities** |
| The post holder will be responsible for making decisions in the relation to the setting of work standards and changes to important procedures and service practice, in line with service objectives through:* Maintaining high standards of knowledge, competency and skills within areas of required expertise by participating in personal learning and development where necessary or required.
* Providing high quality, sound, timely and accurate professional advice, guidance and information about any work matter, to customers or colleagues, in a format that is understandable and appropriate.
* Scrutinising customer statutory applications, notifications, consultations, schemes, licences, registrations and make executive decisions using any powers that have been delegated to you.
* Scrutinising draft Council policies, reports, committee papers, procedures, protocols, risk assessments, service plans, action plans and proposals; and advise on their adequacy within the required field of professional expertise.
* Delivering a range of services within a framework of legislation, statutory instruments, codes of practice, corporate policies, local systems, policies and guidance and good professional practice, including inspections, surveys, visits, investigations, take samples, monitor standards, investigate complaints and service requests, gather evidence, carry out interviews, take statements and determine appropriate action.
* Obtaining and considering all available evidence and best practice advice; undertaking consistent, proportionate, targeted, accountable and transparent enforcement action to resolve any identified non-compliances. This may include seizure, prohibition, closure, etc. and preparation and service of statutory or fixed penalty notices, simple cautions and other legal documents. Where authorised, to execute delegated enforcement powers and act as an Authorised Officer or signatory of the Council.
* Changing community and individual behaviour to resolve any poor, unsustainable, unhealthy, unsafe or unscrupulous practice, using excellent communication, negotiation, mediation, persuasion, advice and guidance.
* Preparing cases and evidence for legal proceedings, to institute legal proceedings. To appear and give expert evidence at Court, Tribunal or other statutory Hearing.
* Contributing to and supporting the development of service delivery plans, service risk registers and operational performance monitoring arrangements for environmental health.
* Advising and directing technical support staff and community officers in all environmental health related matters.
 |

|  |
| --- |
| **Creativity and Innovation** |
| The post holder is required to develop new approaches to existing services using creative and imaginative responses to develop the wide range of environmental health functions to meet the demands of stakeholders and partners. This is achieved by:* Interpreting complicated legal and technical information, to apply it in a fair, proportionate and consistent manor when devising solutions to a wide range of environmental health problems. Some solutions are established techniques, however, many require adaptions and creativity to provide an acceptable solution.
* Assisting the Environmental Health Manager in identifying opportunities for commissioning environmental health services and procuring suitable arrangements and service level agreements to deliver business objectives and best value.
* Seeking and implementing innovative and creative solutions for environmental health services to meet the council's needs by bringing about change and improvement to ensure continuing compliance with statute and best practice whilst meeting stakeholder expectations and aspirations.
* Working with colleagues across the organisation to promote a positive organisational culture of empowerment, creativity and innovation, which challenges existing ways of working, promotes change and recognises and rewards success.
* Driving the continuous improvement of the service area with the ability to quickly evolve and adapt to new ways of working in response to changing priorities and needs.
 |

|  |
| --- |
| **Contacts and Relationships** |
| The post holder will form and build strong and collaborative partnerships across the region. Regularly dealing with a range of complex matters and an awareness of the council’s major policy objectives, the post holder will have authority to represent, negotiate and act on behalf of the council, within the environmental health field. Responsibilities will involve:* Represent and act on behalf of the council with external agencies and other organisations on environmental health issues, notably, the Health and Safety Executive, Food Standards Agency, Public Health England, Environment Agency, Police, Fire and Rescue Services, Department for Food and Rural Affairs, Yorkshire Water, North Yorkshire County Council and North Yorkshire Moors National Parks.
* Represent and act on behalf of the council within the North Yorkshire Food Group, North Yorkshire Health and Safety Technical Group, North Yorkshire Private Water Supplies Group, Yorkshire and Humberside Pollution Advisory Group and at the North of England Regulatory Liaison Meeting.
* Represent and act on behalf of the Council in legal matters when acting as a witness within Magistrates’ Court, Crown Court and Coroners’ Court.
* Regular liaison and negotiation on complex, technical and legal issues within the environmental health field with other qualified professionals (including those within the Council) including consultants and lawyers acting on behalf of businesses and individuals.
* Regular contact with a variety of service users, not all of whom welcome the intervention of an enforcement agency and can be confrontational and difficult. Customers can range from individual Ryedale residents, businesses and traders operating in Ryedale, representatives of businesses established nationally or regionally whose activities affect people living in, working in or visiting Ryedale.
 |

|  |
| --- |
| **Project and Programme Management** |
| Providing a programme and project management resource for environmental health related projects by:* Assisting the Environmental Health Manager in identifying, developing and project managing a range of projects which are consistent with the environmental health priorities of the council.
* Assisting the Environmental Health Manager in undertaking the management of the resources necessary for both the delivery of the routine inspection of food premises and the private water supplies risk assessment programme that includes direct contact with consultants and contractors including negotiation of costs, service levels agreements, the drawing up of contracts, and the subsequent management of contracts to ensure timely and effective delivery.
* To continue to develop a more project and collaborative based approach when providing services with other departments, local authorities and agencies.
 |

|  |
| --- |
| **Information Management and Performance Reporting** |
| The post holder is responsible for:* Assisting the Environmental Health Manager in the development and use of database systems used by the environmental health service including the dedicated IDOX software packages, to improve on the sections’ efficiency and performance.
* Providing accurate and timely information through the analysis of service and other information and the preparation of reports to facilitate evidence based decision making.
* Ensuring that information is recorded and stored electronically in a form that relevant information can be quickly and accurately extracted to enable statutory returns to be completed and submitted to relevant agencies and organisations e.g. HSE, FSA, DWI and HMRC.
* Administration and maintenance of the RIDDOR, HELex website as relates to Ryedale District Council.
* Uploading data to and administration of the Food Hygiene Rating Scheme portal for all food premises within the Ryedale District.
* Preparation of case files for Court that includes the highest standards of evidence handling with evidential integrity of information contained.
* Preparing, interpreting and presenting literate, numerate, accurate, understandable and timely reports, documents, spread sheets, data analysis and feedback. Properly handling evidence, records and data to ensure that confidentiality, evidence integrity, data protection and freedom of information requirements are observed.
 |

The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post, as directed by strategic management board and heads of service.

The council is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst the job description provides a summary of the post it may need to be amended to meet changing circumstances.

The council takes seriously its responsibility to safeguard and promote the welfare of children and young people and to protect adults at risk. There is an expectation that all staff will positively demonstrate their awareness and support to this commitment.

**Requirements of the Post**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications / Training** | * Educated to first degree level in environmental health
* A qualified Environmental Health Officer registered by the Environmental Health Registration Board (EHRB)
* Membership of the Chartered Institute of Environmental Health (CIEH)
* Evidence of continuing professional development.
 | * Additional post graduate specialist environmental health qualification
* Management qualification
* Relevant legal training e.g. PACE, RIPA, CPIA
 |
| **Knowledge** | * Extensive knowledge of current environmental health legislation and practice and of the relationship with other public agencies.
* Extensive knowledge and commitment to quality customer focussed services and the benefits that flow from a corporate approach to service delivery and organisational growth.
* In depth awareness, knowledge and adherence to Information Governance/Data Protection principles to ensure information is appropriately stored, used, shared and retained in accordance with GDPR requirements.
* Awareness and knowledge and commitment to Equality and Diversity and Health and Safety legislation and of safeguarding responsibilities.
 | * Knowledge and understanding of local government and of the areas of responsibility.
* Knowledge and understanding of government agencies which have direct links with environmental health e.g. HSE, FSA, PHE, DWI Environment Agency
 |
| **Experience** | * A proven track record of providing proactive, expert, timely and authoritative regulatory services advice and support to senior leaders and key decision makers at the highest levels.
* Extensive experience of partnership working with internal and external stakeholders, building effective relationships with partner organisations, public agencies and the private sector.
* Track record of managing conflict and complaints informally and formally, using any lessons learned to drive forward organisational change and improvement.
 | * Experience in the preparation of case files and giving evidence in Court for legal proceedings
* Extensive experience and a proven track record of managing resources including people, budgets and performance.
* Experience of developing environmental health related strategies and policies.
* Experience of project management skills with practical experience in process and change management.
 |
| **Occupational Skills** | * Ability to use expert regulatory services opinion to provide practical and innovative solutions to complex legal or service delivery issues.
* The ability to take a commercial approach to service delivery exploring opportunities to maximise financial resources and for income generation.
* High level of investigative, analytical and interpretative skills to comprehend and enforce the requirements of legislation and guidance.
* Highly developed communication skills able to communicate effectively in a variety of formats at all levels.
* Enhanced ability to plan, allocate and evaluate workloads, determining work methods to achieve objectives
* Enhanced ability to seek, evaluate and organise information to aid decision making.
* Enhanced ability to exchange information to solve problems and make decisions through leading and contributing to meetings and group discussions to solve problems and make decisions.
* Excellent understanding of the political context and the ability to operate sensitively and efficiently within a political environment
* Ability to build, maintain and influence working relationships with key stakeholders and partners
* Ability to make fast paced decisions based upon evidence presented within an ever changing environment.
 | * Significant personal gravitas and charisma with an ability to operate with confidence and credibility at the highest level.
* IT skills, in particular competent with Microsoft Office and IDOX environmental health software package.
 |
| **Other** | * Highest professional integrity.
* Personally and professionally resilient.
* Ability to travel efficiently, as required, around the district.
 |  |