



Coventry City Council

Job Description

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| Job Title: | Environmental Health Officer – Covid-19 Test & Trace | Job Number: | C6161D |
| Directorate: | Place | Post Numbers: | 1035644, 1035645 |
| Services: | Planning transport & Highways | Grade: | G7 |
| Location: | City Centre | | |

Job Purpose:

Under the general direction of the Environmental Health Manager or Environmental Protection Manager to enforce all relevant legislation administered by the department, and to educate and encourage the public and business proprietors in order to improve relevant standards.

This is an 18 month fixed term contract working as part of the Covid-19 Test & Trace Programme.

Main Duties and Responsibilities:

1. Undertake specific duties associated with the team.
2. Undertake the investigation of complex Covid-19 cases and completion of follow up investigations.
3. Undertakes the investigation of complaints and enquiries relating to Covid-19, ensuring that all relevant legislation is being complied with and tasks on the appropriate responsibilities associated with a specialist section of the Division.
4. Prepares reports for Committee regarding prosecutions and service areas within the department.
5. Undertakes inspections of premises, both private and commercial to ensure compliance with appropriate legislation.
6. Advise the public, traders, outside agencies, elected members and other City Council Directorates on operational service issues.

7. Prepares evidence to be submitted to the Head of Legal Services where appropriate, attending court if necessary and reporting back on the outcome of the hearing.
8. Takes appropriate action under the relevant statutory provisions to ensure the department's objectives are met.
9. Update the division on technical knowledge and trends.
10. Contribute to the review of policy practices and procedures.
11. Undertake specific project work and have special responsibilities for areas of service provision.
12. Give talks and lectures on aspects of the department's work.
13. Undertake the duties and responsibilities of the post with due regard to the City Council's Health and Safety Policy, contributing to the development and implementation of Public Protection procedures and arrangements.

Postholder will be part of an out of hours rota.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

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| Responsible for: | | Responsible to: | Principal Environmental Health Officer – Covid-19 Test & Trace |
| Date Reviewed: | July 2020 | Updated: | July 2020 |



Coventry City Council

Person Specification

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| Services: | Planning Transport & Highways | Grade: | G7 |
| Location: | City Centre | | |

| Area | Description |
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| Knowledge: | Detailed knowledge of the law relating to Environmental Health issues. |
| | Knowledge of investigative techniques and the law of evidence. |
| | Knowledge of Local Government administration. |
| | Knowledge of Environmental Health Issues nationally. |

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| Skills and Abilities: | Able to receive and record information accurately and write reports, including prosecution reports, following complaints, investigations or projects. |
| | Good listening skills and able to impart information and advice to business and consumers, clearly and sensitively, both verbally and in writing. |
| | Investigation skills. |
| | Negotiation skills. |
| | Able to use IT systems. |
| | Able to apply knowledge in an operational context. |
| | Able to contribute to the development of services. |
| | Able to monitor activities and take appropriate enforcement action. |
| | Able to establish sound working relationships with businesses and the public. |

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| | Able to understand and have a commitment to equal opportunities. |
| | Able to visit premises; inspect and audit systems and procedures |
| | Able to examine, test and sample items; and interpret results of analysis. |
| | Able to work on occasions outside normal office hours and at short notice. |
| | Able to work as part of a team. |
| | Able to have a flexible approach to work patterns and systems. |
| | Able to have a positive attitude towards the delivery of quality services. |
| | Project management skills. |
| | Able to carry and use equipment and protective clothing. |
| | Able to visit locations throughout the city. |

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| Experience: | Prioritising workloads and meeting deadlines. |
| | Demonstrable practical experience in several areas of work within an Environmental Health environment. |
| | Investigative work. |
| | Providing services and/or advice to the public and business. |

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| Educational: | Degree or Diploma in Environmental Health (or equivalent). |
| | Certificate of Registration from the Environmental Health Officers Registration Board. |

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| Special Requirements: | May be required to travel in the course of your duties and should preferably be in possession of a current clean driving licence and his/her own vehicle. |
| | May be required to work outside office hours as part of an out of hours rota, including weekends. |

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| Date Reviewed: | July 2020 | Updated: | July 2020 |
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