

Job Description and Person Specification

Higher Apprentice Environmental Health Officer

Job Details	
Grade	Apprentice
Service	Regulatory Services
Location	One Friargate
Job Evaluation Code	C6161D

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

Under the general direction of the Food and Safety Manager or the Principal Environmental Health Officer:

- Our Food and Safety Team is looking for a talented individual to study for a degree in Environmental Health via a tailored apprenticeship programme. Working in collaboration with the University of Wolverhampton, the postholder will gain a BSc (Honours) degree, which takes place over four years. Following the completion of the course starting in September 2025 the successful applicant will have the opportunity to become registered as an Environmental Health Officer (EHO).
- Combining both classroom and practical learning, the postholder will benefit from 'hands-on' experience supporting the Food and Safety Team and further develop their knowledge and acquire necessary practical skills as an EHO.
- Offering an opportunity to develop within the business/service, we are looking for someone who is ambitious, innovative and presents a strong level of interpersonal skills, whilst sharing the same values as we do.
- Undertake appropriate training and provide a supportive role in the Food and Safety Team and other Environmental Health associated teams for the period before qualifying as an Environmental Health Officer.
- Shadow Officers whilst working towards and completing the Environmental Health Practitioner Apprenticeship Standard, including a BSc in Environmental Health.
- Delivering a high-quality service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city.
- Enforcing all relevant legislation administered by the section, and to educate and encourage the public and business proprietors to improve relevant standards.

Main Duties & Key Accountabilities

Successfully obtain a place on the University of Wolverhampton Environmental Health (Apprenticeship) BSc (Honours) course commencing September 2025 and undertake the programme of study over the full four years of the degree, which is delivered via a mix of taught and independent learning.

On days where there are not taught classes at the university, undertake work in the Environmental Health teams, building on the taught knowledge of the degree to develop the practical skills of an EHP. This will cover all aspects of environmental health.

Assist and support other members of the environmental health teams to deliver services including food safety, health and safety at work, public health, housing and pollution, dependent on relevant stage of knowledge and experience and subject to service requirements.

Assist officers with and progress to undertake independently, proactive inspections, compliance visits, investigations, surveys, sampling and interventions in commercial and domestic premises and the wider environment, as directed by other officers.

As knowledge and competence develops, undertake a case load of reactive work, including responding to and investigating complaints, as well as proactive project work and educational activities where required. In all cases, responding within corporate timescales, keeping relevant parties informed and maintaining up to date case records.

Analyse and interpret data and information and implement decisions on a broad range of activities across the service area, as directed by other officers.

As knowledge and competence develops, communicate with residents and businesses to advise them on the relevant legal provisions and best practice recommendations for environmental health issues, using a variety of methods including face-to-face, via telephone, email and in writing.

As knowledge and competence develops, liaise with other services such as Planning, Legal and Licensing to promote compliance and achieve improved outcomes for businesses and residents.

Support officers to carry out enforcement duties including collation and collection of evidence, preparing reports, drafting formal notices, and preparing cases for prosecution in the Magistrates' Court and attending court as a witness in line with our enforcement policy.

Work outside normal office hours, when necessary, for the effective performance of duties. This will include independent study and completion of all courses and assessed work, as required for the degree programme.

Key Relationships			
External:	Food Standards Agency Health and Safety Executive UK Health Security Agency Local businesses Members of the public. Landlords Stakeholders such as Police, Fire etc.	Internal:	Principal EHO Food and Safety Manager. Food and Safety Team. Other service areas Councillors Senior Managers

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Training</p> <p>The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
None

Person Specification	
Requirements	
Knowledge	An understanding of the nature and scope of environmental health work in the public sector, including its contribution to improving public health.
Knowledge	Awareness of the core areas of environmental health and how EHOs secure improvements e.g. through informal and formal routes including enforcement.
Knowledge	An understanding of the rationale for carrying out inspections/audits and investigations and
Knowledge	An understanding of the organization's vision and corporate aims.
Skills And Ability	Ability to work in and contribute to the organisation of the team.
Skills And Ability	High degree of literacy and numeracy skills.
Skills And Ability	Ability to support and assist colleagues in resolving cases.
Skills And Ability	Influencing, persuading and negotiation skills
Skills And Ability	Ability to communicate effectively at all levels in a clear and concise manner.
Skills And Ability	Ability to manage workload and casework to timescales and agreed outcomes.
Skills And Ability	Willingness to investigate service requests, identify risks, defects, issues and apply correct legal and technical remedies.
Skills And Ability	Ability to use databases and understand and interpret electronic information accurately.
Skills And Ability	Ability to build effective and productive working relationships with colleagues and partners at all levels.
Skills And Ability	Ability to work flexibly within a team.
Skills And Ability	Ability to support team development.
Skills And Ability	Ability to take appropriate action to improve the service and make decisions within area of competency.
Skills And Ability	Ability to use equipment and IT applications.

Skills And Ability	Investigatory skills
Experience	Experience of providing advice and assistance to customers and clients.
Experience	Experience of working in a team to provide a service.
Experience	Experience of writing reports and documents within a given deadline.
Qualification	English and Math's GCSE grade 4 or equivalent 96 UCAS points (typically 3 A Levels at least grades CCC at or Level 3 equivalent) with a minimum of one science or technology-based subject
Special Requirements	<ul style="list-style-type: none"> • To occasionally work outside of office hours. • May be required to travel in the course of duties, ability to drive and access to a vehicle is preferable. • To undertake any additional training identified by the council. • Must not already hold a Degree in Environmental Health • Ability to complete a degree apprenticeship in Environmental Health • Occasionally the candidate will be required to deal with difficult customers and may be required to visit premises that are filthy and verminous or overcrowded.

Declaration			
Reviewed/Created By:	Mr Pardip Mohan		
Job Title:	Principal Environmental Health Officer	Date:	15.04.2025