

Job Description and Person Specification

Role: Environmental Health Officer



Job Description

Job Title	Environmental Health Officer
Grade	7
Service	Planning Policy & Environment
Reports to	Head Planning Policy & Environment
Location	City Centre – One Friargate
Job Evaluation Code	C6161D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: 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:



About the Service your team will provide

Purpose of the role

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

1. Deliver 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.
2. Enforce all relevant legislation administered by the section, and to educate and encourage the public and business proprietors in order to improve relevant standards.

Main Duties & Key Accountabilities

Core Knowledge

1. Undertake the inspection of premises and investigation of complaints, including joint inspections with other agencies to ensure compliance with legislation as required ensuring all relevant legislation is being complied with
2. Prepare reports and briefing notes as necessary for relevant Committee and Member meetings and provide technical support to the Chair of Committee, Cabinet Member and Senior Officers and other Council Departments, making telephone enquiries or calling in person; and provide professional and legally correct advice and information.
3. Provide first line contact, offer appropriate assistance, advice and support for members of the public, businesses, outside agencies, elected members and senior managers on operational service issues
4. Prepare statements of evidence and correspondence to be submitted to Legal Services, and attend court as required to give evidence and report back on the outcome.
5. Interview alleged offenders and witnesses under PACE as required.
6. Take appropriate action under the relevant statutory provisions to ensure that service objectives are met.
7. Keep up to date with legislation changes, update the division on technical knowledge and trends and give talks and lectures on aspects of the service as required.
8. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
9. Contribute actively to the achievement of a good customer focused approach to service delivery within the section, participating in the development and maintenance of quality systems to ensure continuous monitoring and improvement to service quality and customer satisfaction for the service provider.
10. Be able to work on own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
11. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Local residents, Planning applicants and agents, Statutory and non-statutory consultees, Parish Councils, Neighbouring Authorities	Elected Members, Planning Colleagues (Development Management and Policy and Environment), Housing and Licensing, Highways, Flood Risk and Drainage, other internal colleagues.

Standard information

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.

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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Not applicable.

Person specification

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Knowledge	
Knowledge and understanding of legislation in relation of Environmental Health and Housing issues and any associated regulations and policy relevant to the service areas including enforcement and national trends and issues.	
Knowledge of customer care and the principles of equal opportunities in providing a housing licensing function.	
Knowledge and understanding of investigative techniques and the law of evidence including legal and court procedures	
Knowledge and understanding of the Police and Criminal Evidence Act as it relates to the collection of effective evidence	
Skills and Abilities	
Able to receive and record information accurately and write reports, including prosecution reports in a way that is concise and easily understood, following complaints, investigations or projects	
Good listening skills and to be able to provide information and advice to businesses and consumers, clearly and sensitively, both verbally and in writing	
Investigatory skills	
Influencing, persuading and negotiation skills	
Organisational skills to enable workload prioritisation and meeting deadlines whilst working under pressure	
Able to monitor activities, visit premises, inspect and audit systems, examine, test and sample items and interpret results of analysis	
Be proficient in the use of IT packages	
Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative	
Have a positive attitude towards the delivery of quality services and contribute to the development of services	
Ability to deal confidently with a wide range of people and establishing sound working relationships with businesses, the public, internal and external stakeholders, Elected Members, senior managers and colleagues	
Experience	
Demonstrate practical experience of working in an environmental health or housing environment	
Experience of carrying out investigative work and giving evidence in court of similar environment	
Experience of interviewing alleged offenders in accordance with the codes of practice of the Police and Criminal Evidence Act	

Experience of using computer databases, and Microsoft packages such as PowerPoint, excel, word and outlook

Experience of supervision of staff would be advantageous

Qualifications

Degree or Diploma in Environmental Health or equivalent

Certificate of Registration from the Environmental Health Officers Registration Board will be beneficial

Special Requirements

May be required to work outside office hours

May be required to travel in the course of duties

Willingness to undertake any necessary formal training

Date Created

August 2023

Date Reviewed

August 2023

THIS POST INCLUDES A GATEWAY TO GRADE PROGRESSION

(subject to manager assessment and business case)

Criteria for progression to Grade 8 -Principal Environmental Protection Officer subject to the needs of the service and necessary organisational approvals.

1. Demonstrate the ability to undertake all aspects of the Environmental Health Officer job description with minimum supervision working effectively and efficiently.
2. Demonstrate a detailed knowledge of Legislation and Policy and demonstrate the ability to apply it, without supervision.
3. Demonstrate that they can use their knowledge, skills and experience to liaise effectively with elected members, members of the public in matters of Environmental Health.
4. Demonstrate that they can use their knowledge, skills and experience to work with applicants and/or their agents to negotiate successful outcomes.
5. Demonstrate management ability in caseload and resource allocations to contribute to the effective running of the service.
6. Demonstrate knowledge and application of air quality management and statutory reporting to Defra
7. Demonstrate extensive knowledge and ability to manage data outputs for example air quality data, calculating and applying relevant correction factors in accordance with Defra Technical Guidance.
8. Demonstrate ability to manage environmental permitting function to include allocation of inspections and issuing subsistence fee invoices.
9. Demonstrate ability to represent the Local Authority within a planning appeal and / or prosecution setting.