

Job Description and Person Specification

Environmental Health Officer

Job Details	
Grade	GRD7
Service	Regulatory Services
Location	City Wide
Job Evaluation Code	C6161D

About Coventry City Council
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: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
Deliver a high-quality service so that it contributes to the achievement of the Council's vision and objectives for a growing and sustainable city. Enforce relevant legislation administered by the section, and educate and encourage the public and business proprietors to improve relevant standards.

Main Duties & Key Accountabilities

Conducting inspections of premises and investigating complaints, including collaborative inspections with other agencies, to ensure adherence to all applicable legislation.
Preparing reports and briefing notes as needed for relevant committee meetings and offering technical support to the Chair, Cabinet member, Senior Officers and other Council Departments. Making telephone enquiries or visiting in person to provide professional and legally accurate advice and information to council departments.
Providing initial contact, offering suitable assistance, advice, and support to the public, businesses, external organisations, elected representatives, and senior leaders on operational matters.
Carrying out investigations in line with all legal requirements including gathering evidence, exercising powers, interviewing witnesses and suspects. Preparing statements of evidence and correspondence for submission to Legal Services, attending court to provide evidence, and reporting outcomes as needed.
Taking appropriate action under the relevant statutory provisions to ensure that service objectives are met
Keeping up to date with legislation changes, updating the division on technical knowledge and trends, and delivering talks on service aspects as required.
Being proficient in the use of IT systems to ensure appropriate records and files are maintained
Contributing actively to achieving a customer-focused approach to service delivery, supporting the development and upkeep of systems and procedures and ensuring continuous quality improvement.
Being capable of working independently and collaboratively, demonstrating a flexible approach to tasks as needed by the requirements of the service.
Performing any additional tasks and responsibilities that align with the scope of the salary grade.

Key Relationships

External:	Businesses Outside agencies
Internal:	Food, Health and Safety Manager Principal Environmental Health Officer Food and Safety Team Elected Members Senior managers Other Council Departments

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. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

None

Person Specification

Requirements

Knowledge	Knowledge and understanding of legislation and any associated regulations, guidance and policy relevant to the service areas.
	Knowledge and understanding of enforcement powers, investigative techniques and the law of evidence including legal and court procedures.
Skills And Ability	Capable of accurately receiving and recording information and producing concise, clear reports, including prosecution reports, following complaints, investigations, or projects.
	Ability to interact with a diverse range of individuals and establish working relationships with businesses, the public, stakeholders, Elected Members, leaders, and colleagues.
	Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.
	Ability to interact effectively with diverse range of individuals and establish productive working relationships with businesses, the public, stakeholders, elected officials and leadership.

Experience	Experience of using relevant enforcement powers, carrying out investigative work and giving evidence in court or similar environment.
	Experience of interpreting and applying legislation in a range of service related situations.
Qualification	Degree or Diploma in Environmental Health or equivalent.
	Certificate of Registration from the Environmental Health Officers Registration Board
Special Requirements	May be required to work outside office hours.
	Will be required to travel in the course of duties.
	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.