

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Higher Apprentice - Environmental Health Officer
<b>Grade</b>	Higher Apprentice
<b>Service</b>	Environmental Protection
<b>Reports to</b>	Environmental Protection Manager
<b>Location</b>	Friargate Floor 11
<b>Job Evaluation Code</b>	



## 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

Environmental Protection is a small multidisciplinary team providing a range of specialised services. The team is part of the wider Planning Department and is responsible for assessing environmental aspects of planning applications, providing written consultation responses and specialist advice. We also assess applications for premises licences under the Licensing Act 2003 in relation to the public nuisance objective and engage with applicants negotiating conditions and objecting to applications where appropriate. We are responsible for investigating complaints of statutory nuisance made under the Environmental Protection Act, taking legal enforcement action where required. The team are also responsible for monitoring and reporting on air quality in the city, the regulation of over 70 industrial premises through the Environmental Permitting regime, acting as the regulator for contaminated land sites, and providing responses to requests for Environmental Information and Freedom of Information. We actively engage in partnership working with both internal and external stakeholders attending regional pollution group meetings, assisting the West Midlands Combined Authority and participate in the Safety Advisory Group providing advice on noise and nuisance to organisers of large events.

As part of your apprenticeship, you will:

- Undertake appropriate training and provide a supportive role in the Environmental Protection Team for the period before qualifying as an Environmental Health Officer.
- Shadow Officers in the Environmental Protection Team whilst working towards and completing the Environmental Health Practitioner Apprenticeship Standard, including a BSc in Environmental Health.
- Take an active role in assisting with the full range of work the team covers delivering a high quality service in line with the One Coventry vision.

## Main Duties & Key Accountabilities

1. To undertake the Environmental Health Practitioner Apprenticeship to include attendance at lectures, tutorials, seminars to achieve a BSc in Environmental Health and the Apprenticeship Standard.
2. To assist officers with day-to-day delivery of the Environmental Protection service whilst gaining knowledge and understanding of the work.
3. To assist officers with the inspection of premises, the investigation of complaints, responding to service requests and to take appropriate action under relevant statutory provisions to ensure the section's objectives are met.
4. To be responsible for organising a balanced programme of work, prioritising workload to ensure response times/deadlines are met.
5. To assist in undertaking environmental surveys, sampling and monitoring.

6. To prepare simple written reports and statements
7. To assist in advising the public, commerce/industry, outside agencies, elected members and other internal service areas on basic operational service issues and how to comply with current legislation and guidance.
8. As knowledge and competence develops, liaise with other services such as Planning, Licensing, Domestic Noise and Street Enforcement to promote environmental compliance
9. To use IT systems to ensure appropriate records and files are maintained.
10. To actively contribute to the achievement of good customer service
11. To work on your own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
12. Work outside normal office hours, when necessary, for the effective performance of duties. This will include independent study and completion of all coursework and assessed work, as required for the degree programme
13. To attend work placements with other sections within the Environmental Health service (i.e., Food, Health & Safety, Housing) towards the completion of the academic qualifications.
14. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Local Authorities in West Midlands and Warwickshire West Midlands Combined Authority Police Fire Service Business owners Event organisers	<b>Internal</b> Planning Regulatory Services including Licensing, Housing, Trading Standards and Food/Health and Safety functions Street Enforcement Team Legal Services
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## 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.

### 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:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge and Skills</b>	
An understanding of the nature and scope of environmental health work including its contribution to improving the environment.	
An understanding of the rationale for carrying out inspections/audits and investigations.	
Awareness of the core areas of environmental health.	
Ability to work collaboratively and build relationships with colleagues.	
Ability to communicate both verbally and in writing to a wide variety of people.	
Ability to work under pressure, managing your own work and tasks and meeting agreed deadlines.	
Experience of using computer databases, and Microsoft packages such as Powerpoint, Excel, Word and Outlook.	
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.	
Understanding of basic investigatory skills.	
Basic 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.	
With training and experience, the 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.	



<b>Qualifications</b>	
5 x GCSE's Grades A-C that must include English and Maths	
3 x A – Levels Grades A-C (or equivalent i.e. HNC/HND in a relevant subject) preferably in science-based subjects	
<b>Special Requirements</b>	
<ul style="list-style-type: none"> <li>• Must not have already started or completed the Environmental Health Practitioner Apprenticeship Standard or otherwise be ineligible to undertake it</li> <li>• May be required to work outside office hours</li> <li>• May be required to travel in the course of duties</li> <li>• Willingness to undertake any necessary formal training</li> <li>• Will be required to carry and operate scientific equipment over a variety of terrain.</li> </ul>	

<b>Date Created</b>	May 2023	<b>Date Reviewed</b>	May 2023
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