



Ipswich Borough Council
Job Description: **C10a**

Environmental Health Officer (Career Grade) Level 1

Main Purpose of Job

To deliver environmental health services, with appropriate supervision and guidance, aimed at protecting public health and the quality of life, through advice, education and where necessary, enforcement of legislation.

Main Duties

1. Delivering environmental health services in accordance with departmental policies and procedures and within the legislative framework.
2. The enforcement of environmental health legislation by the undertaking of inspections and investigations as a result of enquiries, service requests, complaints or as a matter of routine; determining and taking necessary action to ensure compliance with appropriate legislation through advice, education and where necessary service of statutory notices and legal proceedings. The main areas of work are Private Sector Housing, Environmental Protection, Health and Safety, Food Safety, Port Health and Refuse.
3. Provide technical advice and support to Environmental Health Assistants including approval of all formal action taken by them. Assist and support team leaders and Service Managers when dealing with major issues and complex cases and to develop departmental policy and procedures. Provide technical advice to other departments, external public and private sector organisations and the general public and councillors.
4. Preparation and presentation of:
 - Reports as required, including committee reports, on a wide range of environmental issues
 - Lectures, displays, etc. for health education/promotion purposes and the promotion of Environmental Health Services in general
 - Material for publication, e.g. guidance and advice notes on environmental health matters.
5. To further develop personal skills and technical expertise and maintain knowledge of technical advances and legislative changes in relation to

environmental health matters, and to assist in the application of that knowledge through input into staff training and development. Supervising trainee staff by assisting in their academic studies and by teaching them practical techniques on-site.

6. Assist in the development and delivery of Environmental Health Services through input into the production of work programmes, the development of team strategies for meeting work programme targets and improving customer awareness.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



PERSON SPECIFICATION

Environmental Health Officer (Career Grade)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p>Knowledge/Qualifications</p>	<p>Diploma or Degree in Environmental Health</p> <p>Registered with Environmental Health Registration Board (EHRB) (or shortly to be registered with the EHRB or registered as a student)</p> <p>Membership of Chartered Institute of Environmental Health (CIEH)</p> <p>Ability to use computer databases and spreadsheets to record and retrieve information such as Outlook, Word and Excel.</p> <p>Knowledge of Environmental Health, (<i>Housing and grants legislation- not applicable for this post</i>) and associated guidance to these areas.</p>	<p>Relevant post graduate qualification</p> <p>Voting membership of Chartered Institute Environmental Health (CIEH)</p> <p>Ability to use Microsoft Office products</p> <p>Experience in use of M3 software</p> <p>Knowledge to be able to propose appropriate solutions to complex problems</p> <p>Awareness of future proposals, trends and issues relevant to Service Area</p>	<p>Application form & certificates</p>

<p>Work related experience, skills and competencies</p>	<p>Demonstrate ability to provide detailed technical advice to customers and other service areas</p> <p>Ability to provide advice and support to Technical Officers and trainee EHO's</p> <p>Experience of local government or similar organisation, which operates associated policy and procedures</p> <p>Previous experience dealing with difficult/vulnerable people and situations.</p> <p>Previous experience dealing with professionals and stakeholders.</p>	<p>Recent post qualification experience in appropriate Environmental Health employment</p> <p>Experience of statutory investigation enforcement work</p> <p>Experience in enforcement and legal proceedings including court experience</p> <p>Ability to innovate and respond to changes in service delivery and technology</p> <p>Proven ability to prepare and deliver reports and presentations on a variety of topics to a range of audiences</p>	<p>Application form, interview & psychometric testing</p>
<p>Personal skills</p>	<p>Ability to work as a part of a team</p> <p>Strong negotiating and influencing skills</p> <p>Proven ability to communicate clearly and professionally both in writing and verbally</p> <p>Demonstrate ability to prioritise and organise workload</p>	<p>Able to work with minimal supervision</p> <p>Ability to support team colleagues</p> <p>Ability to form effective working partnerships with colleagues and professionals from other organisation and sectors</p>	<p>Application form, interview & psychometric testing</p>

Special working conditions	<p>Current Full driving licence</p> <p>Eyesight adequate for day to day inspection duties</p> <p>Able to climb ladders, enter confined spaces and drains</p> <p>Prepared to work out of normal office hours</p>		Application/Interview/ Documents
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Career Grade Criteria Environmental Health Officer

Qualifications for career grade Environmental Health Officer posts (C10 and C09)

The career grade criteria are as follows:-

- (i) A minimum of Degree or NVQ Level 4 in a qualification relevant to the role.
- (ii) A minimum of three years (full time equivalent) relevant work experience in environmental health at either Environmental Health Officer or Environmental Protection Officer level or equivalent.
- (iii) Voting Membership of the Chartered Institute of Environmental Health or recognised equivalent.
- (iv) Voting Membership must be current membership (not lapsed). This will require meeting the requirements of the Chartered Institute of Environmental Health or recognised equivalent organisation.
- (v) 20 hours of CPD relevant to the role

All criteria (i) to (v) will need to be met to satisfy progression to the Grade 10 job description. Examples of suitable qualifications and professional organisations are given in the table below

Examples of relevant Qualifications and Courses	(Corporate) Voting Membership/ Membership Level	CPD requirements	Other
Environmental Health Honours Degree accredited by CIEH	Member grade achieved if have degree or equivalent qualification and a minimum of 3 years work experience.	20 hours per year required for continuing membership	Assessment of Professional Competence (APC), or Assessment of Professional Development (APD) Part 1 or current membership assessment
MSc/BSc/BEng (Hons) in Acoustics	Institute of Acoustics MIOA	IBC requirement of 20 hours relevant per year	IBC requirement of minimum 3 years full time relevant experience
BSc/MSc in relevant area e.g. Environmental Protection, Air Pollution, Environmental Science, Contaminated Land	Full Membership of Institute of Environmental Management and Assessment (MIEMA)	CPD required should meet IBC requirement of 20 hours relevant per year	Membership requires 3 years relevant experience, + open book exam
Relevant degree as above	Member Royal Society of Chemistry (MRSC)	IBC requirement of 20 hours relevant per year	Membership requires minimum 3 years relevant experience
Recognised degree recognised by CIOB	Member Chartered Institute of Building (MCIOB)	CPD required should meet IBC requirement of 20 hours relevant per year	Membership requires minimum 3 years relevant experience
National Diploma in Occupational Health and Safety	Member of IOSH	CPD required should meet IBC requirement of 20 hours relevant per year	IBC requirement of minimum 3 years full time relevant experience



Ipswich Borough Council Job Description: **C09d**

Environmental Health Officer (Career Grade) Level 2

Main Purpose of Job

To deliver environmental health services, aimed at protecting public health and the quality of life, through advice, education and where necessary, enforcement of legislation.

Main Duties

1. Delivering environmental health services in accordance with departmental policies and procedures and within the legislative framework.
2. The enforcement of environmental health legislation by the undertaking of inspections and investigations as a result of enquiries, service requests or as a matter of routine; determining and taking necessary action to ensure compliance with appropriate legislation through advice, education and where necessary service of statutory notices and legal proceedings. The main areas of work are Private Sector Housing, Environmental Protection, Health and Safety, Food Safety, Port Health and Refuse
3. Provide technical advice and support to other EHO's
4. To assist in identifying opportunities and suggesting options for the improvement of the services provided by the service area. Providing advice and support on the legal requirements and best practice, following liaison with central government advisors, customers etc.
5. To supervise the work of the authority's own trainee EHO's and other students on work experience and training courses. Providing help, assistance and training when required to enable the trainees to learn and improve their skills and knowledge.
6. Provide technical advice and support to Environmental Health Assistants including approval of all formal action taken by them. Assist and support team leaders and Service Managers when dealing with major issues and complex cases and to develop departmental policy and procedures. Provide technical advice to other departments, external public and private sector organisations and the general public and councillors.
7. Preparation and presentation of:
 - Reports as required, including committee reports, on a wide range of environmental issues
 - Lectures, displays, etc. for health education/promotion purposes and the promotion of Environmental Health Services in general
 - Material for publication, e.g. guidance and advice notes on environmental health matters.
8. To further develop personal skills and technical expertise and maintain knowledge of technical advances and legislative changes in relation to environmental health matters, and to assist in the application of that knowledge through input into staff training and development. Supervising trainee staff by assisting in their academic studies and by teaching them practical techniques on-site
9. Assist in the development and delivery of Environmental Health Services through input into the production of work programmes, the development of team strategies for meeting work programme targets and improving customer awareness.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



PERSON SPECIFICATION

Environmental Health Officer (Career Grade)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
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<p>Knowledge/Qualifications</p>	<p>Diploma or Degree in Environmental Health</p> <p>AND</p> <p>Registered with Environmental Health Registration Board (EHRB)</p> <p>AND</p> <p>Membership of Chartered Institute of Environmental Health (CIEH).</p> <p>OR</p> <p>Or relevant qualification or membership as details in <i>Career Grade Criteria for Environmental Health Officer, (attached)</i></p> <p>Ability to use computer databases and spreadsheets to record and retrieve information such as Outlook, Word and Excel.</p> <p>Environmental Health, (<i>Housing and grants legislation- not applicable for this post</i>) and associated guidance to these areas.</p> <p>Able to propose appropriate solutions to complex problems</p>	<p>Relevant post graduate qualification</p> <p>Voting membership of Chartered Institute of Environmental Health (CIEH)</p> <p>Ability to use Microsoft Office products</p> <p>Awareness of future proposals, trends and issues relevant to Service Area</p>	<p>Application form & certificates</p> <p>Application form, interview & psychometric testing</p>
<p>Work related experience, skills and competencies</p>	<p>Minimum 3 years post qualification experience in appropriate Environmental Health</p> <p>Demonstrate ability to provide detailed technical advice to customers and other service areas</p>	<p>Experience in enforcement and legal proceedings including court experience</p> <p>Ability to innovate and respond to changes in service delivery and technology</p>	<p>Application form, interview & psychometric testing</p>

	<p>Demonstrate ability to provide advice and support to Technical Officers and trainee Environmental Health Officers (EHO's)</p> <p>Experience of local government or similar organisation, which operates associated policy and procedures</p> <p>Previous experience dealing with difficult/vulnerable people and situations.</p> <p>Previous experience dealing with professionals and stakeholders.</p>	<p>Ability to form effective working partnerships with colleagues and professionals from other organisation and sectors</p> <p>Proven ability to prepare reports and deliver presentations</p> <p>Experience of using M3 software</p>	
Personal skills	<p>Able to work as a team member</p> <p>Strong negotiating and influencing skills</p> <p>Proven ability to communicate clearly and professionally with all customers and colleagues, both in writing and verbally</p> <p>Demonstrate the ability to prioritise and organise workload</p>	<p>Able to work with minimal supervision</p> <p>Ability to support team colleagues</p>	Application form, interview & psychometric testing
Special working conditions	<p>Current full driving licence</p> <p>Eyesight adequate for day to day inspection duties</p> <p>Able to climb ladders, enter confined spaces and work with drainage</p>		Application/interview/Documents

	Prepared to work out of normal office hours		
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Career Grade Criteria Environmental Health Officer

Qualifications for career grade Environmental Health Officer posts (C10 and C09)

The career grade criteria are as follows:-

- (vi) A minimum of Degree or NVQ Level 4 in a qualification relevant to the role.
- (vii) A minimum of three years (full time equivalent) relevant work experience in environmental health at either Environmental Health Officer or Environmental Protection Officer level or equivalent.
- (viii) Voting Membership of the Chartered Institute of Environmental Health or recognised equivalent.
- (ix) Voting Membership must be current membership (not lapsed). This will require meeting the requirements of the Chartered Institute of Environmental Health or recognised equivalent organisation.
- (x) 20 hours of CPD relevant to the role

All criteria (i) to (v) will need to be met to satisfy progression to the Grade 10 job description. Examples of suitable qualifications and professional organisations are given in the table below

Examples of relevant Qualifications and Course	(Corporate) Voting Membership/ Membership Level	CPD requirements	Other
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Environmental Health Honours Degree accredited by CIEH	Member grade achieved if have degree or equivalent qualification and a minimum of 3 years work experience.	20 hours per year required for continuing membership	Assessment of Professional Competence (APC), or Assessment of Professional Development (APD) Part 1 or current membership assessment
MSc/BSc/BEng (Hons) in Acoustics	Institute of Acoustics MIOA	IBC requirement of 20 hours relevant per year	IBC requirement of minimum 3 years full time relevant experience
BSc/MSc in relevant area e.g. Environmental Protection, Air Pollution, Environmental Science, Contaminated Land	Full Membership of Institute of Environmental Management and Assessment (MIEMA)	CPD required should meet IBC requirement of 20 hours relevant per year	Membership requires 3 years relevant experience, + open book exam
Relevant degree as above	Member Royal Society of Chemistry (MRSC)	IBC requirement of 20 hours relevant per year	Membership requires minimum 3 years relevant experience
Recognised degree recognised by CIOB	Member Chartered Institute of Building (MCIOB)	CPD required should meet IBC requirement of 20 hours relevant per year	Membership requires minimum 3 years relevant experience
National Diploma in Occupational Health and Safety	Member of IOSH	CPD required should meet IBC requirement of 20 hours relevant per year	IBC requirement of minimum 3 years full time relevant experience