ur ref



Grafton House

15-17 Russell Road

Ipswich Suffolk

IP1 2DE

[www.ipswich.gov.uk](http://www.ipswich.gov.uk)

your ref

please ask for

direct dial 01473 433402

email

Dear Applicant

Thank you for your interest in the above post. Please find enclosed in this application pack the following documents:

* Job Description
* Person Specification
* Structure Chart
* Service Overview

**Application Form:**

The application form plays a key part in our selection process. We use the information you provide to shortlist for interview.

You are urged to ensure that all the information contained in your application is relevant and that you demonstrate how you meet the criteria on the person specification. Please use the person specification for guidance when filling in the application form.

**Relocation**

A Relocation package is available for expenses up to £8,000 subject to terms and conditions of Ipswich Borough Councils Policy

If you have any recruitment queries, please do not hesitate to contact us on 01473 433402. Please leave your name, number and brief details of your question and a member of the recruitment team will call you back.



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.

|  |  |  |  |
| --- | --- | --- | --- |
| **NewIBCbrandlogoFINALblack60mm(2)** | **PERSON SPECIFICATION**  **Environmental Health Officer (Career Grade)** | | |
|  | | | |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Knowledge/Qualifications** | Diploma or Degree in Environmental Health  Registered with Environmental Health Registration Board (EHRB) (or shortly to be registered with the EHRB or registered as a student)  Membership of Chartered Institute of Environmental Health (CIEH)  Ability to use computer databases and spreadsheets to record and retrieve information such as Outlook, Word and Excel.  Knowledge of Environmental Health, *(Housing and grants legislation- not applicable for this post)* and associated guidance to these areas. | Relevant post graduate qualification  Voting membership of Chartered Institute Environmental Health (CIEH)  Ability to use Microsoft Office products  Experience in use of M3 software  Knowledge to be able to propose appropriate solutions to complex problems  Awareness of future proposals, trends and issues relevant to Service Area | Application form & certificates |
| **Work related experience, skills and competencies** | Demonstrate ability to provide detailed technical advice to customers and other service areas  Ability to provide advice and support to Technical Officers and trainee EHO’s  Experience of local government or similar organisation, which operates associated policy and procedures  Previous experience dealing with difficult/vulnerable people and situations.  Previous experience dealing with professionals and stakeholders. | Recent post qualification experience in appropriate Environmental Health employment  Experience of statutory investigation enforcement work  Experience in enforcement and legal proceedings including court experience  Ability to innovate and respond to changes in service delivery and technology  Proven ability to prepare and deliver reports and presentations on a variety of topics to a range of audiences | Application form, interview & psychometric testing |
| **Personal skills** | Ability to work as a part of a team  Strong negotiating and influencing skills  Proven ability to communicate clearly and professionally both in writing and verbally  Demonstrate ability to prioritise and organise workload | Able to work with minimal supervision  Ability to support team colleagues  Ability to form effective working partnerships with colleagues and professionals from other organisation and sectors | Application form, interview & psychometric testing |
| **Special working conditions** | Current Full driving licence  Eyesight adequate for day to day inspection duties  Able to climb ladders, enter confined spaces and drains  Prepared to work out of normal office hours |  | Application/Interview/ Documents |

**Career Grade Criteria Environmental Health Officer**

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

The career grade criteria are as follows:-

1. A minimum of Degree or NVQ Level 4 in a qualification relevant to the role.
2. 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.
3. Voting Membership of the Chartered Institute of Environmental Health or recognised equivalent.
4. 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.
5. 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** |
| 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 |



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.

|  |  |  |  |
| --- | --- | --- | --- |
| NewIBCbrandlogoFINALblack60mm(2) | **PERSON SPECIFICATION**  **Environmental Health Officer (Career Grade)** | | |
|  | | | |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Knowledge/Qualifications** | Diploma or Degree in Environmental Health  AND  Registered with Environmental Health Registration Board (EHRB)  AND  Membership of Chartered Institute of Environmental Health (CIEH).  OR  Or relevant qualification or membership as details in *Career Grade Criteria for Environmental Health Officer,* (attached)  Ability to use computer databases and spreadsheets to record and retrieve information such as Outlook, Word and Excel.  Environmental Health, *(Housing and grants legislation- not applicable for this post)* and associated guidance to these areas.  Able to propose appropriate solutions to complex problems | Relevant post graduate qualification  Voting membership of Chartered Institute of Environmental Health (CIEH)  Ability to use Microsoft Office products  Awareness of future proposals, trends and issues relevant to Service Area | Application form & certificates  Application form, interview & psychometric testing |
| **Work related experience, skills and competencies** | Minimum 3 years post qualification experience in appropriate Environmental Health  Demonstrate ability to provide detailed technical advice to customers and other service areas  Demonstrate ability to provide advice and support to Technical Officers and trainee Environmental Health Officers (EHO’s)  Experience of local government or similar organisation, which operates associated policy and procedures  Previous experience dealing with difficult/vulnerable people and situations.  Previous experience dealing with professionals and stakeholders. | Experience in enforcement and legal proceedings including court experience  Ability to innovate and respond to changes in service delivery and technology  Ability to form effective working partnerships with colleagues and professionals from other organisation and sectors  Proven ability to prepare reports and deliver presentations  Experience of using M3 software | Application form, interview & psychometric testing |
| **Personal skills** | Able to work as a team member  Strong negotiating and influencing skills  Proven ability to communicate clearly and professionally with all customers and colleagues, both in writing and verbally  Demonstrate the ability to prioritise and organise workload | Able to work with minimal supervision  Ability to support team colleagues | Application form, interview & psychometric testing |
| **Special working conditions** | Current full driving licence  Eyesight adequate for day to day inspection duties  Able to climb ladders, enter confined spaces and work with drainage  Prepared to work out of normal office hours |  | Application/interview/Documents |

**Career Grade Criteria Environmental Health Officer**

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

The career grade criteria are as follows:-

1. A minimum of Degree or NVQ Level 4 in a qualification relevant to the role.
2. 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.
3. Voting Membership of the Chartered Institute of Environmental Health or recognised equivalent.
4. 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.
5. 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** |
| 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 |



Ipswich Borough Council

**Environmental Health**

Environmental Health Services provides a range of regulatory, educational and enforcement services that affect the health & wellbeing of people living, working and relaxing in Ipswich.

Working with other Council services and external partners, our key service aims are to:

* Protect, educate and improve public health
* Protect the local environment
* Maintain and improve the housing stock in Ipswich
* Maintain and improve food safety standards
* Maintain and improve workplace health and safety standards
* Provide an efficient, effective, value for money service.

An outline of the specific functions of the 4 teams that makes up Environmental Health are:-

**Environmental Protection:**

* Investigate and enforce against noise, air and land pollution issues arising in the Borough
* Provide advice on planning applications and compliance with planning conditions to protect future users, neighbours and the local environment
* Provide services to control dogs and deal with litter and abandoned vehicles
* Monitor, assess and manage local air quality
* Permit, inspect and enforce environmental emissions from industrial and commercial sites
* Identify potentially contaminated land sites and prioritise for remediation

**Food Safety & Public Health:**

* Deliver a targeted intervention programme to ensure compliance with food hygiene law and the Food Standards Agency Code of Practice
* Implement the national Food Hygiene Rating Scheme publicising food standards in premises serving the public
* Undertake food sampling in accordance with Public Health England requirements
* Respond to and investigate notifications of infectious disease and outbreaks
* Ensure food placed on the market complies with food safety requirements
* Provide advice and support to promote good food hygiene and healthy eating.
* Provide services to control pests
* Register and inspect tattooing and other skin piercing activities

**Licensing / Occupational Health & Safety:**

* Deliver a targeted intervention programme to ensure compliance with health and safety standards in regulated premises
* Respond to complaints about workplace safety and welfare conditions
* Investigate reported accidents
* Investigate dangerous plant/machinery reports and asbestos removal notifications
* Provide advice and support to promote good workplace health and safety
* Enforce smoke-free provisions contained within the Health Act
* Enforce the Working Time Regulations
* Administer applications for a wide range of licences, registrations, permits and other approvals
* Enforce conditions applied to any licences, registrations, permits or approvals granted as well as investigation of allegations of non-licensed activities
* Activities controlled include the sale of alcohol, ‘entertainment’, taxi and private hire vehicles, sex entertainment venues, betting shops, scrap metal dealers, street traders, etc.
* Work with other regulators to ensure achievement of public safety and other key licensing objectives

**Private Sector Housing:**

* Enforce statutory housing standards in private sector housing including licensing of houses in multiple occupation and caravan sites
* Administrate disabled facilities grants and private sector renewal grants
* Return empty homes to use.