



Ipswich Borough Council  
Job Description: J37

## **Principal Environmental Health Officer**

### **Main Purpose of Job**

To deliver Environmental Health Services, aimed at protecting the quality of life, through advice, education and enforcement of legislation, and to assist in aspects of organising and managing staff and the delivery of these services.

### **Main Duties**

1. Responsible for delivering Environmental Health services in accordance with service policies and procedures, and within the legislative framework, using the full range of enforcement powers, advice and education.
2. Assisting the Head of Service in the development of policy and systems. Responsible for the developing, co-ordination and implementation of policy and systems within a specialist area, for the delivery of services, monitoring and auditing the quality of services delivered. Assisting the Head of Service in the setting of the objectives for the service area. Responsible for working on corporate projects, completion of statutory returns, preparing and facilitating inter-authority audits and other external audits. Preparing funding bids and the monitoring of Capital and Revenue programme spend.
3. To develop and monitor team and individual work programmes and collate and analyse information of aspects of service delivery and service planning as required by the Head of Service. Including work allocation, individual and team performance monitoring and management.
4. To be responsible and accountable for operational, contracts and project budget/s including monitoring and reporting and the preparation of estimates as required by the Head of Service and Assistant Director and in accordance with the Council's financial procedures.
5. To develop, coordinate, implement and review the annual Service Plan for the service area, with the Head of Service, incorporating the Council's risk management procedures.

6. Preparation and co-ordination for recruitment of new staff, including responsibilities for induction of new staff, within specialist area.
7. The day to day Line Management of staff, involving appraisals, responsibilities for training and development, authorisation of leave. To supervise, monitor and train EHOs and technical staff to improve their delivery of Environmental Health Services. The interpretation and implementation of service procedures, legal requirements and statutory guidance and other information.
8. Preparation and presentation of:
  - reports to Executive and Full Council on relevant issues;
  - lectures, displays etc. for health promotion purposes and for the promotion of environmental health services;
  - material for publication, e.g. guidance and advice notes on environmental health matters.
9. Maintain in-depth technical knowledge within specialist areas to enable day to day line management of team and acting as a resource to team members, and others as required.
10. Deputise for Head of Service

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.



**IPSWICH**  
BOROUGH COUNCIL

## PERSON SPECIFICATION

### Principal Environmental Health Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<p><b>Knowledge/ Qualifications</b></p>	<p>For the avoidance of doubt, the term environmental health in this document includes licensing and community safety</p> <ul style="list-style-type: none"> <li>• Relevant degree or diploma in environmental health (Environmental Health Registration Board)</li> <li>• Knowledge of the main structures and functions of a local authority and the role of Environmental Health</li> <li>• Sound knowledge of basic environmental health concepts in all fields including legal, technical and practical principles</li> <li>• Understanding of other environmental health functions within Local Government, e.g. pollution control, private sector housing, food safety, occupational health</li> <li>• In-depth knowledge of relevant legislation and associated guidance and of other scientific, technical and legal aspects sufficient to act as a technical resource for other team members</li> <li>• Knowledge of the issues and developments within partner organisations and how they fit in to environmental health work</li> <li>• Awareness of future proposals, trends and issues relevant to Environmental Health specialism</li> </ul>	<ul style="list-style-type: none"> <li>• Chartered Environmental Health Practitioner Status</li> <li>• Relevant post graduate qualification:</li> </ul> <p><b>Environmental Protection</b></p> <ul style="list-style-type: none"> <li>• Diploma in Acoustics</li> <li>• MSc in pollution or related qualification</li> </ul> <p><b>Food Safety</b></p> <ul style="list-style-type: none"> <li>• Relevant Post graduate qualification in a Food Safety subject</li> </ul> <p><b>Private Sector Housing</b></p> <ul style="list-style-type: none"> <li>• Relevant Post Graduate qualification in Housing or Surveying</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• NEBOSH diploma or equivalent or relevant post graduate qualification</li> </ul> <p><b>Licensing</b></p> <ul style="list-style-type: none"> <li>• Membership of Institute of licensing</li> </ul> <p><b>Community Safety</b></p> <ul style="list-style-type: none"> <li>• Relevant Post Graduate qualification in Community Safety</li> </ul>	<p>Application, interview</p>

<p><b>Work related experience, skills and competencies</b></p>	<ul style="list-style-type: none"> <li>• Proven post-qualification experience in appropriate environmental health employment; including enforcement and project management.</li> <li>• Experience of carrying out complex or technical inspections/interventions, investigations and associated enforcement work</li> <li>• Recent post qualification experience in relevant Environmental Health area</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in legal proceedings including court experience</li> <li>• Experience of supervising staff</li> <li>• Experience in assisting with organising and supervising service delivery</li> <li>• Experience in monitoring /auditing service delivery /performance /quality</li> <li>• Experience in the development of procedures and work guidelines in order to meet departmental and statutory objectives</li> <li>• Experience of developing policy</li> <li>• Relevant work experience in non-local government field</li> <li>• Experience in the use of relevant software</li> <li>• Work experience in other environmental health specialisms</li> </ul>	<p>Application, interview</p>
<p><b>Personal skills</b></p>	<ul style="list-style-type: none"> <li>• Ability to work effectively under own initiative within bounds of delegated responsibility</li> <li>• Ability to work well within a team and respond to the needs of others</li> <li>• Ability to communicate clearly and professionally, both verbally and in writing, with a wide range of stakeholders and colleagues, including ability to convey complex information in plain English</li> <li>• Evidence of good negotiating and influencing skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to identify potential new technologies and computer systems and to evaluate their suitability for use within their services</li> <li>• Holds a current driving licence</li> </ul>	<p>Application, interview</p>

	<ul style="list-style-type: none"> <li>• Ability to keep comprehensive records and compile reports on work done</li> <li>• Ability to use computer databases and spreadsheets to record and retrieve information</li> </ul>		
<b>Special working conditions</b>	<ul style="list-style-type: none"> <li>• Eyesight and hearing adequate for day-to-day inspection duties</li> <li>• Ability to safely climb steps, stairs and ladders and work with drainage</li> <li>• Willingness/ability to work out of normal office hours from time to time</li> </ul>		Application, interview