

Graduate Environmental Health Officer/ Environmental Health Officer Grade 9-10

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

Working within the Environmental Health section of Public Protection Services you will carry out duties as required for one of the functions of Food Safety and Advice, Health and Safety, Pollution and Noise Control and Animal Health. From time-to-time, specific projects are undertaken, where the Environmental Health Officers may have the opportunity to use their skills in deliver projects. Public Protection Services also includes the Licensing and Pest Control Departments; post holders will be expected to work flexibly helping to deliver outcomes depending on need. The post holder will carry out a range of proactive and reactive environmental duties as appropriate, within the teams. This is a career graded post and your duties will vary depending upon your allocated functional team and your expected level of responsibility and accountability which increases according to the grade.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

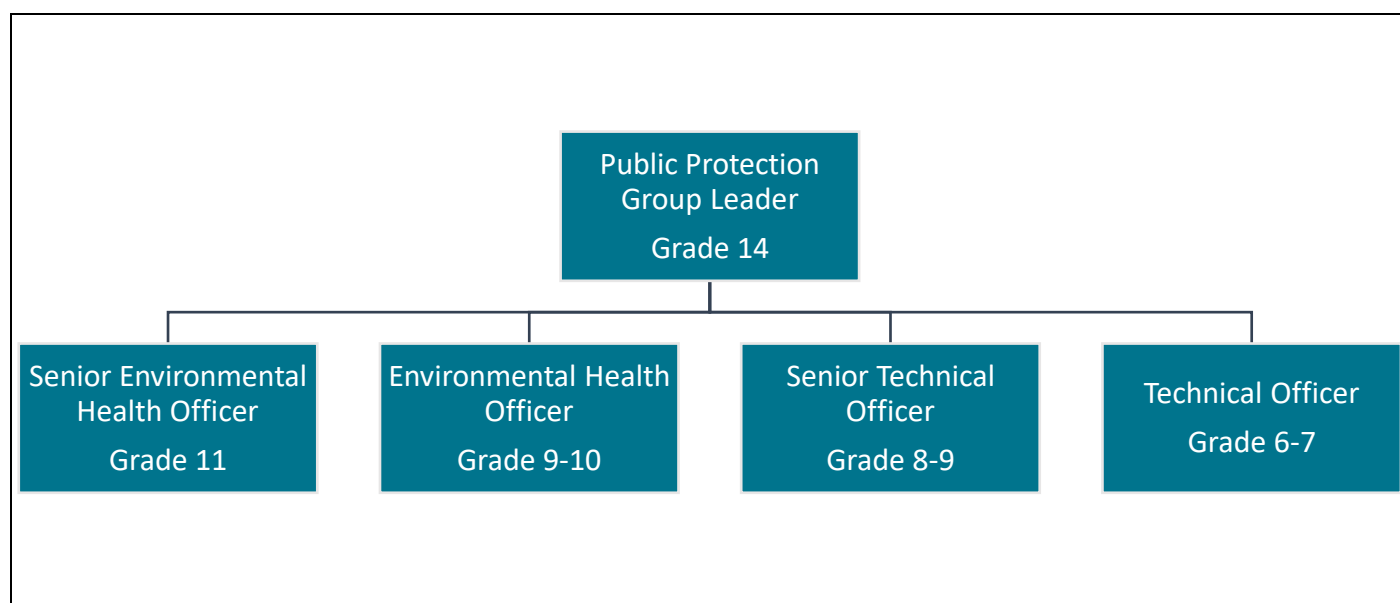
Key areas of responsibility

- This is a proactive department that strives to achieve service excellence through the effective training and development of the team and use of resources. Team members are expected to participate in CPD training and assist in the training of Student Environmental Health Officers and other staff where appropriate within the Service.
- The role involves responding to and investigating complaints from a variety of sources, carrying out inspections and visits to business and domestic premises, visiting complainants, undertaking monitoring and investigation of industrial processes, sampling air pollution and water quality, issuing legal notices/ documentation to enforce compliance with relevant legislation and providing advice to businesses and the general public as relevant.
- When required, the postholder will also need to conduct interviews in accordance with Police and Criminal Evidence (PACE) code of practice and prepare files for legal proceedings. From time to time, the postholder may also be asked to assist with wider environmental health matters and functions such as Health and Safety, Pollution and Noise Control and Animal Health.
- The postholder will maintain accurate records of the work undertaken, using appropriate documentation and IT systems. The post holder will prioritise workloads, and ensure targets

and deadlines are met. The post holder will communicate with customers, partners, external agencies, and present information at meetings as appropriate.

- Help deliver an Environmental Health function which is delivered in an efficient and responsive manner, and which is attuned to diverse customer needs.
- Ensure Council and statutory functions are carried out within your area of functional responsibility.
- Take proportionate and graduated enforcement action as necessary.
- Plan and manage your own workload, ensuring outcomes are completed on a timely basis and to a high standard.
- Prioritize work streams to ensure safety and wellbeing of the public
- Communicate with colleagues, managers, customers, and businesses.
- Provide technical support to Environmental Health Senior Managers, Elected Members, Council Cabinet, Scrutiny and Local Public Service Boards.
- Ensure that you promote and actively support the Council's responsibilities towards Safeguarding.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
A CIEH recognised degree or diploma in Environmental Health	Desirable
Have EHRB Registration or Chartered Practitioner Programme or equivalent (NEBOSH or NVQ level 5).	Essential
Excellent understanding of the range of enforcement and legal options in the various functional areas of Environmental Health.	Essential
Knowledge of all aspects of Environmental Health work	Essential
Excellent team and multi-disciplinary / agency working, demonstrating the ability to work with others to deliver common or shared outcomes.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
An understanding of current issues facing local government	Essential
Ability to use IT packages such as MS Word and Excel to maintain data and produce reports	Essential
It would be extremely to do this job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence or are able to travel independently to and from sites.	Essential
Available to work evenings, weekends, and occasional night shifts.	Essential
Willing to undertake standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk	Essential
Prepared to work flexible and participate in out of hours standby service.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Environmental Services	Grading ID	13410 and 13411
Job ID	80100509	Last Updated	September 2021
Job Focus	No	Career Progression	Yes

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	Yes	Other	No
Checked by HR	M Lunn		