

Senior Environmental Health Officer

Grade 11

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, the postholder will supervise a team of professional and technical officers, monitor & allocate workload, performance manage and undertake regular 1-2-1s and appraisals. The postholder will also carry out the full range of Environmental Health duties as required in the functions of Food Safety and Advice, Health and Safety, Pollution and Noise Control, Air Quality and Animal Health. Public Protection Services also includes the Licensing and Pest Control Departments, post holders will be expected to work flexibly throughout the Council helping to deliver outcomes depending on need. The post holder will carry out the full range of proactive and reactive environmental duties as appropriate. There may also be specific projects where the Senior Environmental Health Officers will have to use their skills in delivering the project outcomes.

This role is based within Public Protection Service, within the directorate of Economy and Infrastructure. [Click here to find out more](#) *

The Job

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. The post holder will conduct interviews in accordance with Police and Criminal Evidence (PACE) code of practice and prepare files for legal proceedings and support others to ensure standards are met.

You will undertake the full range of proactive and reactive environment health management duties, including field work as well as support to your team oversee the day to day running of professional and technical officers or geographical area.

You will monitor work activities to ensure performance targets and standards are met and all work is being undertaken in accordance with the legislation and codes of practice. You will need to support and prioritise workloads so that targets and deadlines are met and the accurate recording of the work using appropriate documentation and IT systems.

You will communicate with customers, partners, external agencies and present information at meetings as appropriate. You will also be expected deputise for other senior officers and EH Group Leader when required.

You will ensure effective performance management arrangements are in place to support your team and the activities undertaken and promote a culture where individual's contributions are valued and employees are supported to deliver improvements.

Job Checklist

- Manage a team of professional and technical officers; allocating workload, train and support staff and undertake performance management arrangements e.g. 1-2-1s / appraisals / absence management, HR processes in line with council procedures and policies.
- Ensure Council and statutory functions are carried out within your area of functional responsibility and by those you manage.
- Plan and allocate workload to the team, ensuring outcomes are completed on a timely basis, to a high standards and in line with regulations and codes of practice.
- Prioritise work streams to ensure safety and wellbeing of the public and taking account of national food alerts
- Communicate with colleagues, managers, customers and businesses.
- Lead on projects to develop specialist areas of work in Environmental Health and Public Protection
- Provide high level technical support to team members, colleagues, Environmental Health Senior Managers, Elected Members, Council Cabinet, Scrutiny and Local Public Service Boards.
- Produce reports and present information to a variety of forums. Work closely with managers and stakeholders to support services and improvements.
- Ensure that you promote and actively support the Council's responsibilities towards Safeguarding. Ensure staff understand health and
- Please click here to see your responsibilities related to safeguarding [🔗](#)

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

Understanding the positive contribution you can make to the health and wellbeing of Kirklees residents and the wider public health by delivering high quality Environmental Health Interventions in varied and challenging situations.

With a flexible approach you will work both in the office and out in the communities we serve whether that is a local food business, high risk workplace, contaminated land site, industrial process or people's homes. Recognising that not all situations will be pleasant or welcoming – however – understanding we have a job to do.

You will understand that doing the job safely is paramount and will always consider risk and comply with measures to minimise risk. You will be keen to share your experience with new or less experienced members of the team

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

This role is at level 2. To find out more about Council Behaviours and Expectations please click [here](#) and click on the tab "Working for Kirklees".

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

Person Checklist

In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:

- A degree or diploma in Environmental Health and EHORB registration or equivalent
- Excellent understanding of the range of enforcement and legal options in the various functional areas of Environmental Health, particularly in regard to environmental protection, food safety and health and safety.
- A high degree of knowledge/technical expertise of all aspects of Environmental Health work. Experience of managing professional/technical officers or ability to demonstrate the necessary skills to undertake management duties outlined in the 'Job checklist'
- Excellent team and multi-disciplinary / agency working, demonstrating the ability to work with others to deliver common or shared outcomes.
- An understanding of current issues facing local government
- Ability to drive to and from sites and to work evenings, weekends and occasional night shifts.
- Willing to undertake standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk
- Prepared to work flexible and participate in out of hours standby service, available to work evenings, weekends and occasional night shifts

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 Recruitment Purposes: In order to be considered for this role you will need to provide evidence that you meet all the requirements in the Person Checklist