

Graduate Environmental Health Officer / Environmental Health Officer

Grade 9 - 10

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 Commercial, Regulatory and Operational Service (CROS), 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 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.

Job Checklist

- 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.
- Prioritise 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.

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.

You understand 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

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

This role is at level 2. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

Person Checklist

GRADE 9 REQUIREMENTS

(Please refer to the Progression Criteria for information about Grade 10 requirements)

- A CIEH recognised degree or diploma in Environmental Health.
- Working towards EHRB Registration or Chartered Practitioner Programme or equivalent.
- Excellent understanding of the range of enforcement and legal options in the various functional areas of Environmental Health.
- Knowledge of all aspects of Environmental Health work.
- 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 use IT packages such as MS Word and Excel to maintain data and produce reports.
- 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 to be able to drive to and from sites.
- Available 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.

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 on your application form.