



JOB DESCRIPTION

POST TITLE: Environmental Health Graduate
GRADE: Scale 5
DEPARTMENT: Environment and Regeneration
SECTION: Public Protection
REPORTS TO: Environmental Health Manager
MANAGES/SUPERVISES: N/A

PRIMARY JOB FUNCTION

To undertake work and project placements within Public Protection
To work to an agreed development programme.

DUTIES AND RESPONSIBILITIES

1. Hold Membership of the Chartered Institute of Environmental Health
2. Follow an agreed development programme with a view to achieving a comprehensive knowledge and understanding of services within Public Protection.
3. Actively contribute to the framing of the development programme
4. Work pro-actively on delegated tasks, assignments and projects.
5. Accompany officers on inspections and visits and carry out follow up work as directed
6. Lead or contribute to projects and campaigns
7. Become familiar with and use the administrative procedures and practices used by enforcement officers
8. Write letters, reports, witness statements and attend court as required
9. Investigate service requests, conduct inspections and carry out follow up work
10. Maintain operational records including contemporaneous notes of inspections and investigations
11. Work proactively towards completing the Chartered Environmental Health Practitioners Programme
12. Attend internal and external training as agreed.
13. Work occasionally outside of normal office hours as required.



14. Perform all duties in line with Islington Council's policies and procedures.
15. Carry out responsibilities with due regard to Islington Council's, Dignity for All policy.
16. Use information technology systems to carry out duties in the most efficient and effective manner.
17. Undertake other duties commensurate to the grade of the post

ADDITIONAL:

- Achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- Undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- Carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- Be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

Post holder Declaration

Name
Signed:

Date:

April 2019





PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Department: Environment and Regeneration		Division / Unit : Public Protection
Post Title: Environmental Health Graduate		Grade: Scale 5
REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T*
E1	Hold a degree in Environmental Health from a university accredited by the Chartered Institute of Environmental Health.	A
E2	Be a member of the Chartered Institute of Environmental Health	A
KNOWLEDGE, SKILLS and ABILITY		
E3	Have the ability to identify training and development needs and to work independently towards completion of Chartered Environmental Health Practitioners Programme	A/I
E4	Possess a good understanding of key issues and challenges facing Environmental Health in an inner city environment.	A/I/T
E5	Possess a specialist interest in one or more areas of Environmental Health.	A/I
E6	Possess good verbal communication skills and be able to explain legal requirements to a wide range of customers	A/I/T
E7	Possess the knowledge and skills to be able to write complex reports	A/I/T
E8	Possess the knowledge and skills to be able to research, plan and manage projects	A/I
E9	Possess the skills necessary to organise workload and meet agreed targets and deadlines	A/I
E10	Possess good team working skills	A/I
E11	Be proficient in the use of information technology including Microsoft Word, Outlook and Excel.	A/I
E12	Ability to adhere to the Council's Dignity for All policy	A/I
E13	Ability to work occasionally outside normal office working hours	A
E = Essential		
Assessed by: A= Application I= Interview T= Test		