

Job Description and Person Specification

Job title:	Environmental Health Officer
Department	Public Protection & Culture
Service:	Public Protection Partnership
Team:	As assigned
Post number:	
Salary grade:	Grade H1
Work location:	TBA (Newbury, Wokingham, Bracknell or Theale)
Reports to:	Senior Officer
Supervises:	A range of junior professional and technical staff

Job Purpose

- Provide professional expertise across a wide range of environmental health and where required wider PPP related matters and use them to maintain and, whenever possible, improve the health, safety and welfare of the districts citizens and visitors.
- To act using a variety of professional skills, experience and competencies including education and legal enforcement to achieve the aims of the Council.

Structure Chart

The EHO Post reports to a Senior Officer or a Principal Officer

Main Duties and Responsibilities

The following duties and responsibilities are dependent on the designation of the post holder.

1. Carry out inspections of all types of premises, land and undertakings and to initiate appropriate actions as a result.
2. Respond to service requests, complaints and formal notifications by investigations, inspections, interviews and all other appropriate methods.
3. Conduct investigations leading to the production of reports for consideration by the Public Protection Partnership – Joint Case Management including conducting interviews under caution, witness handling, and evidence gathering and preparing for and attending court or tribunal.
4. Take the lead on research into specialist topics and disseminate information to colleagues in these fields. This may include the supervision of specialist contractors.
5. Undertake inspections and associated actions in response to licensing, authorisations, permits, registrations and similar activities.

Main Duties and Responsibilities

6. Communicate effectively and appropriately with clients, colleagues and external agencies.
7. Be an advocate for the values and work of the PPP
8. Assist in undertaking work of a promotional of educative nature including assisting in the running of courses and presentations.
9. The post holder may be required, occasionally, to carry out duties at unsociable hours for which either separate payment or time off in-lieu will be paid. This will be at the discretion of the Public Protection Manager
10. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
11. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.

The post holder will be working across a wide range of Public Protection functions.

Scope (impact on/control of resources, people, money etc)

- A. As part of specialist project work the post holder may be responsible for small budgets allocated from time to time
- B. The post holder will operate with a high degree of autonomy within the terms of the management and policy frameworks
- C. Dependent on the post holder's knowledge and experience it may be a requirement to supervise and/or manage other officers across PPP in delivering projects.

There are no direct budgetary or resource responsibilities for this post.

