

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>Directorate:</b>	Chief Executive's
<b>Division:</b>	Public Protection
<b>Post No. &amp; Job Title:</b>	Environmental Health Officer Posts H706, H707
<b>Grade:</b>	Grade 11
<b>Responsible to:</b>	H78 or H79 - Senior Environmental Health Officer
<b>Responsible for:</b>	No responsibility for employees.
<b>Main purpose of the job</b>	To carry out a range of Environmental Health duties

#### **Main Duties and Responsibilities:**

1. To carry out the Council's responsibilities in relation to food and water safety and hygiene, including: -
  - a) Examination and inspection of food and food premises
  - b) Preparation of letters, schedules of work and statutory notices
  - c) Investigation of food and drinking water complaints and taking of samples
  - d) Processing of registration and licensing applications.
2. To carry out the Council's enforcement responsibilities in relation to occupational health and safety, including: -
  - a) Inspection of premises, equipment and systems of work
  - b) Preparation of letters, schedules of work and statutory notices.
  - c) Investigation of injuries, diseases and dangerous occurrences in the workplace
3. To carry out the Council's responsibilities in relation to air quality, atmospheric pollution, contaminated land, odour and noise control, including: -
  - a) Inspection of premises/processes and monitoring of pollutants and noise levels and interpreting of monitoring results
  - b) Investigation of complaints
  - c) Preparation of letters, schedules of work and statutory notices
  - d) Advising on the environmental consequences of planning applications and on conditions to be attached to planning consents.
  - e) Operating and taking responsibility for specialist equipment used on-site,
4. To carry out the Council's responsibilities in relation to general public health matters, including: -
  - a) Supervision of technical officers, trainees and contractors, (including on site supervision of other staff, Veterinary Inspectors, Wardens, Pest Control Officers, drainage and other contractors etc.).
  - b) Inspection of premises and practices in connection with the issuing of licences and registrations concerned with animal welfare and human health protection

- c) Carrying out investigations and preparing letters, schedules of work and statutory notices in connection with nuisances, drainage, and filthy and verminous premises
- 5. To carry out detailed investigations into infectious diseases and zoonoses notifications.
- 6. To take an active part in health education and promotion initiatives, and give advice to members of the public, businesses, and organisations regarding all aspects of environmental health.
- 7. To maintain accurate records, and to prepare written statements of evidence in connection with legal proceedings and make court appearances, as necessary.
- 8. To represent the directorate and the Council at meetings, both internal and external.
- 9. To liaise and work in partnership with outside agencies, in particular the Health and Safety Executive, Food Standards Agency and Health Protection Agency.
- 10. To carry out any other work as may be reasonably required by the Head of Service.
- 11. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

#### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

#### **SPECIAL CONDITIONS**

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

The post holder must be a qualified Environmental Health Officer registered with the Environmental Health Officers' Registration Board.

#### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

#### **NOTE**

The above job description sets out the main responsibilities of Environmental Health Officer Posts – H72, H73b, H74, H706, H707, H77 and H78 but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Revised Job description written by:	<i>S Hickey</i>		2011
Job description agreed by			

Additional notes for JE/HR.

HEX-2. Posts H72, H73a, H73b, H706, H707, H77, H79b, H706, H707.