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| <b>Post title</b>             | Environmental Health Officer  |
| <b>Division / Section</b>     | <b>Housing and Regulatory Services / Regulatory Services</b><br><b>Planning and Transport / City Wide</b> |
| <b>Department</b>             | <b>Place</b>  |
| <b>Responsible To</b>         | Team Leader / Team Manager  |
| <b>Number of post holders</b> | 32  |
| <b>Acting up/ Secondment</b>  | This job description does not relate to an acting up or seconded position                                 |

### Purpose of Job

Responsible for investigating, enforcing and resolving complex public health, health and safety and all aspects of environmental health problems and issues in relation to relevant legislation.

Responsible for delivering high quality, customer focused outcomes in relation to their specific area of work.

Participate fully in a rota for Environmental Health and other Regulatory Service stand by and other out of hours responses. Required to undertake any Environmental Health Discipline to meet operational needs of the service.

### Major Tasks

Required to investigate and enforce legislation in relation to Environmental Health arising from complaints, enquiries, inspections, special projects and sampling. Undertake complex work and will be required to ensure full compliance with statutory guidance, codes of practice, enforcement policies and procedures within their specialised area of work. Obtain, analyse and interpret information and evidence to inform the preparation, monitoring and review of strategy and action plans. *(60% of time)*

Provide advice, guidance and assistance to businesses and the public regarding legal compliance with Environmental Health legislation. *(20% of time)*

Represent the service on Local, Regional and National groups as required. *(10% of time)*

Carry out major investigations and research, prepare and present reports and other materials into complex issues affecting/ influencing the delivery of Environmental Health outcomes. *(10% of time)*

Undertake visits and inspections in relation to complaints, enquiries, applications or intelligence received relevant to their service area.

As appropriate contribute to the successful delivery of the Council's Community Safety priorities and outcomes e.g. ASB, Air Quality, Food Safety, etc.

Investigate complaints, incidents, accidents and other Environmental Health concerns and where necessary institute appropriate action to achieve a resolution, including serving notice under statute, preparation of Procurator Fiscal and other reports with attendance at Court to provide evidence, when required Carry out planned inspections, visits and investigations in accordance with statutory requirements including taking samples in premises where appropriate Carry out specialist surveys and research

Interview witnesses, persons or representatives of companies under caution where required. In consultation with managers, prepare and submit formal reports to the Procurator Fiscal service for statutory offences including detailing legal arguments in accordance with Crown Office Guidelines.

Prepare an appropriate response to applications received for comment for either the Licensing Board or Planning Committee, attending Committee when necessary. Prepare reports for the same bodies.

Participate and satisfy the requirements of a Continuous Personal Development Scheme (CPD) relevant to their job activity.

Participate fully in an out of hours standby rota for Environmental Health and other Regulatory Services emergencies.

### **Supervision and Management of People (Numbers and type of staff)**

Required to supervise, mentor, provide guidance and practical training to other staff HEO, EO etc in relation to their specialised area of work on a day to day basis. This includes training and support of less experienced officers.

Required to supervise other staff HEO, EO, student EHO's etc assigned to these projects and initiatives.

### **Creativity and Innovation**

Interpret legislation, codes of practice and statutory and non-statutory guidance. Where required, will assist in prepare and improve work processes and procedures to ensure enforcement activities are compliant with policies, strategies and legal requirements. This will require the use of problem solving skills.

Investigate, assess and administer legislation, appropriate questioning to elicit information required. Vary tactics and approach to enforcement, while dealing with situations on site, to ensure appropriate evidence is collected, requiring a high degree of innovative thinking.

### **Contacts and Relationships**

Develop and maintain effective relationships with a diverse range of people and organisations. Regularly have contact with customers who can be challenging and they will be required to resolve conflict, negotiate and suggest alternatives in order to deliver the Council's objectives.

Including:

- Members of the public, business community, elected members and the legal profession, the Procurator Fiscal Service and the Public Analyst
- Establish and maintain Home Authority/Primary Authority/Lead Authority relationships with businesses based in Edinburgh, also liaising with other local authorities and Central Government in this regard.
- Regular liaison with other public agencies, including Food Standards Agency, Health and Safety Executive, Police, Fire Service, Scottish Water, HMRC, Social Care and Social Work Improvement Scotland, NHS Lothian and Housing Associations.

Contacts and communications will often be at a high level, dealing with more complex issues which can and will often require the use of diplomatic and persuasive skills.

### **Decisions (Discretion)**

Investigate and determine breaches of statutory legislation, Codes of Practice and relevant technical standards and instigate an appropriate course of remedial enforcement action, which could include decisions made whilst undertaking activities on site.

Determine appropriate enforcement action which will range from advice and warnings to the appropriate statutory tools or statutory notice. Accountable for their enforcement actions and subsequent legal requirements.

Decisions regarding the seizure of goods, prohibition of work activities and/or closure of business premises where they decide there is imminent risk to health or safety. Problems are generally required to be solved without recourse to the Team Leader, unless of a complex or unusual nature, or involving significant value of product

### **Decisions (Consequences)**

Decisions, advice and recommendations made in the execution of duty may have a significant financial and/or operational impact on businesses operators, traders and the public. Decisions may have significant reputational and/or financial impact on the Council should the actions on appeal be found to be inappropriate, excessive or illegal.

Seizure of documents, unsafe equipment, noise making equipment, unfit food, and can require the immediate closure of food businesses where there is an imminent risk to health.

Enforcement actions will improve, protect and safeguard the quality of life for members of the public, visitors and employees who live and work within the City.

### **Resources**

Responsible for proper use and security of any vehicle assigned to them and of higher cost items e.g. noise and other sampling and monitoring equipment, computers / laptops, mobile phones, cameras and PPE up to a maximum of £20,000.

Responsibility for items seized, detained or condemned in the execution of duties which can be of significant value both financial and evidential.



### **Environment – Work Demands**

Manage own workload, including special projects, within appropriate deadlines and set objectives. Will be required to re-prioritise work on a frequent basis due to changing deadlines and service requirements.

Will be required to work out with normal working hours and when necessary will be required to participate in formal standby rota.

### **Environment – Physical**

The post is a mixture of office and field activities. Duties may require physical effort, manual handling, working at heights and in confined spaces, transport and use of testing.

### **Environment – Working conditions**

Routinely visit a variety of premises and sites, which may encounter difficult, unpleasant and sometimes high risk situations. Required to wear specified PPE for personal safety in designated working situations.

### **Environment – Work Context**

May regularly be exposed to moderate hazardous environments and will be required for his/her own health and safety to take cognisance of their environment and to assess the significance of risks associated with their potential working situation.

### **Knowledge and Skills**

Educated to degree level or equivalent in a relevant professional discipline.

Must hold an appropriate professional qualification, as defined under UK and EU legislation, to be an Environmental Health Officer. Membership of a relevant professional body is desirable e.g. Royal Environmental Health Institute of Scotland, Chartered Institute of Environmental Health, or equivalent.

### **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

### **Organisation Structure**

*(attach structure - specific to area of operation).*