

## JOB SUMMARY

<b>Post Title</b>	<b>Regulatory Officer/Environmental Health Practitioner</b>						
<b>Job Family</b>	Service Delivery	<b>Pay Range</b>	10	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	50047096
<b>Service Area</b>	Regulatory Services						
<b>Line Manager</b>	Duncan MacDonald/Rachel Briscoe						
<b>Location</b>	Jubilee Stores						

**Job Purpose** To assist in ensuring that all Environmental Health duties relating to food hygiene/safety, food standards, health and safety and environmental protection, are properly discharged in accordance with team plans and service demands.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- To undertake detailed inspections/investigations of premises to determine whether hazards are effectively controlled and legislation is complied with and to offer advice on good practice.
  - To revisit premises, as appropriate, to establish whether remedial action has been taken to comply with necessary requirements.
  - Investigate service requests
  - Comment on consultations from Development Control and Licensing
  - To take appropriate enforcement action, preparing comprehensive letters, reports, schedules and legal notices in accordance with relevant enforcement policies and procedures.
  - To identify matters that warrant formal action and to collect, control and present evidence in a court of law, in support of proceedings taken by the Council.
  - Ensure that appropriate paperwork is completed following inspections, investigations, advisory visits etc in accordance with relevant guidance, policies and procedures
  - Ensure that all relevant information is entered on to the appropriate computer database or file following inspections, visits, telephone conversations or the receipt of information from any other source in accordance with relevant guidance, policies and procedures.

<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.	<p><i>Possess the ability to educate people and businesses to achieve the benefits of change.</i></p> <p><i>To communicate persuasively with confidence both orally and in writing with the ability to influence and appropriately choose the right style to fit the audience.</i></p>	<b>E</b>	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	<p><i>Experience of working in a regulatory service environment. To include inspection, investigated and consultations.</i></p> <p><i>Previous enforcement experience, including gathering, preparing and presenting evidence in court.</i></p>	<b>E</b>	
Good communication, interpersonal and presentation skills, able to explain technical / legal issues clearly. Proven ability to negotiate with, persuade and influence others.	<i>Ability to inspect/investigate and challenge information in an assertive but considered manner to ensure a full assessment of compliance is achieved at an intervention or as a consultee.</i>	<b>E</b>	

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	<i>To communicate persuasively with confidence both orally and in writing with the ability to influence and appropriately choose the right style to fit the audience.</i>		
Good ICT skills including use of Microsoft applications and specialist systems.	<i>Proven ability to use Microsoft applications. All actions are generated from and record on a computer-based software system therefore required ability to develop knowledge and skills in this area.</i>	<b>E</b>	
Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences.	<i>Ability to interpret and apply legislation.  The ability to look for and develop solutions, proven ability on how to construct and compile reports that assist in decision making.</i>	<b>E</b>	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workload, monitor and evaluate work, to ensure deadlines are achieved.	<i>Ability and willingness to follow established policies and procedures.  Ability to analyse and prioritise workloads. This should extend to co-ordinating, monitoring and evaluation of workload to ensure deadlines are met.  Ability to work as a part of a team or with minimum supervision. Proven ability to act on own initiative and take responsibility for decisions.</i>	<b>E</b>	
Research, investigation and analysis skills.	<i>Ability to consider information objectively and challenge where necessary in order to analyse rationally and arrive at pragmatic solutions.  The ability to use innovation and creativity to identify, analyse and interpret relevant information from a range of sources to solve people/community problems and develop well informed solutions.</i>	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require relevant certifications including evidence of fluency in English language.		<b>E</b>	
May require level 4 up to first degree standard or equivalent experience in a relevant subject.	<i>A degree in Environmental Health or a combination of equivalent accredited qualifications for example: Registration with the Environmental Health Registration Board <b>OR</b> the NEBOSH Diploma Part II in Occupational Health &amp;</i>	<b>E</b>	

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	<i>Safety <b>OR</b> the NVQ4/5 in Health &amp; Safety Regulation <b>OR</b> Certificate/Diploma in Acoustics and Noise Control</i>		
<b>Other Requirements</b>			
<i>Able to satisfy the travel requirements of the role e.g. use of a car and full driving licence</i>			
<i>Able to work outside of normal office hours</i>			