

## **New Year? New Start? New You?**

### **Kick start the New Year with a New Job Opportunity.**

Are you an enthusiastic Environmental Health Officer with a “*can do*” approach to work and a focus on customer satisfaction and outcomes?

This is an excellent opportunity to join a successful Joint Environmental Health Team which delivers services across the rural districts of both Bolsover District Council and North East Derbyshire District Council. The districts are an ideal place to live, work and visit and are situated between the Peak District National Park and Sherwood Forest and have excellent access to the M1 motorway network with ease of access to Sheffield, Derby and Nottingham

### **Environmental Health Officer (Commercial)**

- Salary/Grade: £23,111 to £30,756 per annum/Career Graded
- Fixed Term/Perm/Temp/Casual: Permanent
- Hours: 37 hours per week
- Location: Council Offices, Mill Lane, Wingerworth, S42 6NG
- Closing Date: 3<sup>rd</sup> February 2019
- Interview Date: To be confirmed

### **Job Details and Requirements**

The post holder will be involved with the full range of food safety interventions, food and water sampling, health and safety enforcement and accident investigation, animal licensing, infectious disease investigations and the provision of business support and advice.

### **Environmental Health Officer (Private Sector Housing Regulations)**

- Salary/Grade: £23,111 to £30,756 per annum/Career Graded
- Fixed Term/Perm/Temp/Casual: Fixed Term up to 30<sup>th</sup> April 2019  
(possibility of extending for additional 4 months, dependant on funding)
- Hours: 37 hours per week
- Location: Council Offices, Mill Lane, Wingerworth, S42 6NG
- Closing Date: 3<sup>rd</sup> February 2019
- Interview Date: To be confirmed

### **Job Details and Requirements**

The post holder (funded by Community Migration Fund) will be part of Bolsover District Council's Building Resilience Programme and will be involved in bringing about improvements in living conditions in privately rented properties including HMOs across the Shirebrook Forward NG20 area, by tackling absent or 'rogue landlords' and letting agents responsible for poorly managed properties.

For both posts you must have current working knowledge of relevant legislation and codes of practice and have effective negotiating, influencing, diplomacy and advocacy skills. You will be able to organise and prioritise your own workload to ensure targets are met

It is also necessary to have excellent communication and IT skills in order to deal with a wide range of customers, partners and agencies and be able to deal with conflict, challenging and difficult situations working effectively to find solutions. It is necessary that the successful candidates possess a full driving licence and use of a car in order to undertake site investigations across the district.

We offer a fantastic range of benefits that include generous holidays (from 29 days a year (up to 34 days after 5 years' service) plus bank holidays), local government pension scheme, subsidised leisure membership and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme and an employee assistance programme.

## Contact Details

For an informal discussion please contact either Helen Rawson, Senior Environmental Health Officer (Commercial) on 01246 217849 or Gill Halliwell, Senior Environmental Health Officer (Private Sector Housing) on 01246 217245.

## Application Pack

If you are interested in these posts please go to the Jobs pages on the BDC or NEDDC websites.

Our preferred method of application is online and **CV's will not be accepted.**

Alternatively, if you do not have access to the internet, you can:

- Telephone the BDC Contact Centre on 01246 242424 or the NEDDC Contact Centre on 01246 217640.
- Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application form to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG by the advertised closing date.

We are striving for diversity and welcome applications from all sections of the community.

## JOB DESCRIPTION

<b>Job title and post number</b>	Environmental Health Officer (Commercial)
<b>Service Area and Directorate</b>	Joint Environmental Health Service Place
<b>Reports to</b>	Senior Environmental Health Officer (Commercial) Senior Environmental Health Officer (Housing and Pollution) Environmental Health Manager
<b>Direct reports</b>	None
<b>Grade</b>	Career Graded Grade 8 -10, SCP 25 - 34
<b>Salary range</b>	Grade 8 = £23,111 to £25,463 Grade 9 = £25,463 to £28,221 Grade 10 = £28,221 to £30,756

### Job purpose

To undertake the full range of duties and responsibilities of the Commercial Team.

To undertake the full range of duties and responsibilities, subject to the necessary skills training and experience, within other Sections of the Department as and when required in order to meet service demands.

### Duties and responsibilities

1. Deal with complaints and service requests received and undertake any necessary, site visits, meetings and research to ensure an effective and thorough investigation.
2. Complete any correspondence and reports required throughout investigations and prepare statutory notices and prosecution files as appropriate.
3. Undertake programmed and reactive inspections of premises and vehicles where appropriate, in accordance with relevant environmental health legislation, guidance and powers.
4. Collect evidence and conduct interviews and investigations in accordance with formal procedures, including Police and Criminal Evidence Act 1984, Human Rights Act 1998 and all other relevant legislation.

5. Represent the Council and attend meetings of the Council, Courts of Law, Public Inquiries and other meetings etc. in connection with Environmental Health duties.
6. Carry out routine and non-routine monitoring and sampling as and when required including relevant data analysis and interpretation where necessary.
7. Monitor and maintain all equipment to ensure it is within safe working order and identify any repair or replacement needs as necessary.
8. Provide relevant advice and support to any stakeholder in relation to legislative requirements, codes of practice and guidance.
9. Assess reports and documents as required by consultations and investigations and compile any necessary correspondence/reports, providing appropriate advice or recommendations.
10. Manage a personal caseload and effectively plan and programme that workload to achieve performance targets and service standards.
11. Ensure all records are kept up to date and accurate, including the environmental health database, paper records and any other recording methods deemed necessary.
12. Provide clear, concise and accurate reports including committee reports with recommendations and any other relevant documents as required.
13. Contribute to the development of and participate in projects, initiatives and campaigns as required.
14. Develop and maintain positive working relationships with other departments of the Council, external agencies and organisations, to ensure partnership working in service delivery including the sharing of intelligence or making appropriate referrals.
15. Act as lead role for a specified area within environmental health as directed in accordance with qualifications and experience.
16. Keep up to date with all relevant legislation, practices and policies and contribute to the development of any service changes and improvements.
17. Ensure a prompt and effective response in the event of any environmental health emergencies.
18. Support and promote a strong customer focussed culture within the service and work to increase community and customer/user involvement.

### **Working conditions**

The post holder will be expected to work out of hours as the need arises.

### **Corporate Duties and Responsibilities**

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

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<b>Approved by:</b>	Sharon Gillott, Environmental Health Manager
<b>Date approved:</b>	21 August 2018
<b>Reviewed:</b>	

**PERSON SPECIFICATION**

<b>Post Title:</b> Environmental Health Officer	<b>Section:</b> Joint Environmental Health Service		
<b>Directorate:</b> Place			
<b>Knowledge (Essential)</b>	<b>AM</b>	<b>(Desirable)</b>	<b>AM</b>
<ul style="list-style-type: none"> <li>A thorough knowledge of the legislation and codes of practice within Environmental Health</li> </ul>	a & i	<ul style="list-style-type: none"> <li>A good understanding of local government and its structures.</li> </ul>	a & i
<b>Qualifications (Essential)</b>		<b>(Desirable)</b>	
<ul style="list-style-type: none"> <li>Degree / Diploma in Environmental Health or relevant equivalent specialist Degree.</li> <li>Registration with the Environmental Health Registration Board (EHRB) where applicable</li> <li>Own transport/current full UK driving licence in order to undertake site investigations across the district. Alternative arrangements may be agreed for applicants with a relevant disability</li> </ul>	a,i & c  a,i & c  a,i & c		
<b>Experience (Essential)</b>		<b>(Desirable)</b>	
<ul style="list-style-type: none"> <li>Experience of working in Environmental Health services.</li> <li>Experience of dealing with the public and partners, over the phone, face to face and in writing</li> <li>Experience of handling complaints, maintaining confidentiality and responding sensitively in respect of complex and difficult situations.</li> <li>Experience of maintaining and updating computerised and paper records and returns.</li> </ul>	a & i  a & i  a & i  a & i	<ul style="list-style-type: none"> <li>Experience of working in a relevant service area Commercial</li> <li>Experience of enforcement work within environmental health services</li> </ul>	a & i  a & i

<ul style="list-style-type: none"> <li>Organising and prioritising own workload to ensure deadlines and targets are met.</li> </ul>	a & i		
<b>Skills (Essential)</b>		<b>(Desirable)</b>	
<ul style="list-style-type: none"> <li>Effective IT skills including MS Office and relevant systems</li> <li>Ability to work to deadlines and manage competing priorities.</li> <li>Ability to work independently and as part of a team.</li> <li>Effective negotiating, influencing, diplomacy and advocacy skills.</li> <li>Excellent customer care skills and the ability to form productive working relationships.</li> <li>Excellent communication skills both verbally and in writing.</li> <li>Ability to handle conflict situations</li> </ul>	 a & i a & i a & i a & i a & i a & i a & i	<ul style="list-style-type: none"> <li>Presentation and facilitation skills.</li> </ul>	a & i
<b>Other Requirements:</b>			

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, (c) certificate check (o) others**

**Equality Act 2010**

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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<b>Date approved:</b>	21 August 2018
<b>Reviewed:</b>	