






Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job Description</b>	Senior Environmental Health Officer (18.5 hours/week)
<b>Service:</b>	Regulatory Services
<b>Team:</b>	Environmental Health (Food & Safety)
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Environmental Health Manager (Food & Safety)
<b>Responsible for:</b>	N/A
OUR ORGANISATIONAL VALUES	
<p><b>Collaboration</b></p> 	We know, work with and support one another. We collaborate with residents, businesses are partners and realise the potential of Guildford and Waverley collaboration. We empower ourselves and others.
<p><b>Wellbeing</b></p> 	We look after our own and each others wellbeing. We know it's okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have.
<p><b>Trusted</b></p> 	We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
<p><b>Value for Money</b></p> 	We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate success and learn from mistakes.
<p><b>Professionalism</b></p> 	We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve.

## PRINCIPAL PURPOSE OF THE ROLE

- To be part of the Environmental Health (Food & Safety) Team and to participate in providing this service against agreed performance standards. In particular by bringing expert knowledge in at least one specialist field (e.g. Food Safety, Infection Control, Health & Safety, Special Treatments) to support other Team members and to lead on good practice in that specialism. Further, to be a resource to the Team by maintaining that expertise, by training colleagues and by improving levels of knowledge & understanding.
- The postholder will be expected to lead on the more complex cases, where a detailed understanding of the subject will be imperative in discharging the Service's enforcement and regulatory functions, including at court proceedings and other formal hearings. They will be expected to discharge their duties in accordance with the Council's Standing Orders and Code of Professional Conduct published by the Chartered Institute of Environmental Health.
- To carry out enforcement duties as required by actioning all relevant legislation and to assist and work in conjunction with the Environmental Health Manager (Food & Safety) in the effective and efficient execution of the service.

## MAIN DUTIES AND ACCOUNTABILITIES

- Have direct responsibility for undertaking a proportion of the team's case work in the following specialist areas; Food, Health & Safety, Infection Control, Special Treatments. Depending on specialist area this may include food hygiene inspections, food complaints, food sampling, health & safety inspections, accident investigations, infectious disease investigations and special treatment licensing inspections.
- Where necessary undertake other duties in respect of other Environmental Health regulation to support colleagues in the Environmental Protection, Private Sector Housing, Environmental Enforcement and Licenensing teams that are commensurate with competency in these areas.
- Act as lead specialist in casework where particularly complex and sensitive issues are under consideration. This will include the preparation of reports, representations, notices and evidence, including improvement and prohibition notices and the taking of actions, including giving evidence in Court or at formal proceedings, to remedy contraventions.
- Implement special surveys and protocols and participating in the development of policy and procedures related to the team's specialist function.
- Provide a range of support in relation to the responsibilities of the team, under the direct supervision of the EH Manager (Food & Safety).
- Under the direction of the EH Manager (Food & Safety) represent the authority at professional meetings, study groups and forums.
- Deputise for the EH Manager (Food & Safety) as required.
- Provide expert advice and assistance to other team members
- To liaise with other Council Officers and advise / comment on matters relating to Environmental Health as required.
- To liaise with external organisations such as Trading Standards, the Health and Safety Executive and the Fire Authority.

- To give advice to Councillors, members of the public and others, especially in regard to more complex and sensitive cases.
- The keeping of records required for making various returns.
- Maintain competency level as required by the Food Standards Agency, Health & Safety Executive and UK Health Security Agency.

**General :**

- Meet personal targets and performance standards on time.
- Attend Committees / Executive as necessary.
- To work flexibly within the Service (including remote and mobile working where appropriate) and, under the direction of the EH Manager (Food & Safety), to work outside normal office hours from time to time in order to pursue investigations or inspections.
- Carry out such other duties as may be required by the EH Manager (Food & Safety) or Head of Service appropriate to your skills and level of responsibility not exceeding the grade on which you were appointed.
- To be flexible and move between Teams where appropriate or when directed to do so by the Environmental Health Manager, or Head of Service.

**Business Continuity**

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

**Health and Safety**

- Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

**DIMENSIONS OF THE ROLE**

- The post holder will be responsible for responding to a proportion of approximately over 8,000 complaints/ service requests per year and assessing whether and how action should be taken to remedy breach of legislation.
- Inspecting a proportion of Waverley over 3,000 commercial premises to assess compliance with legislation.
- In appropriate cases, Senior Environmental Health Officers will advise on specialist requirements and produce Committee reports, prepare evidence and present such evidence at formal appeal and Court proceedings.
- Time spent on district: There is a requirement for this post holder to spend a minimum of 60% of a working week on district.

## AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- For routine cases - deciding whether enforcement action should be taken against individuals and businesses for non-compliance with legislation in accordance with the Council's Standing Orders and Scheme of Delegation.
- In consultation with the Environmental Health Manager (Food & Safety), provide expert advice and detailed options for advancing complex cases; including those liable for scrutiny or challenge through national auditing bodies (e.g. Food Standards Agency), the Local Government Ombudsman Service and a variety of appeals processes.
- Lead own work and prepare cases for formal action including prosecutions, service of notices. Advise junior colleagues on the preparation of court actions, appeals, etc.
- Prioritise workload. This will involve assessing Council priorities, legislative timescales, customer expectations and the availability of resources in ensuring objectives are met and targets achieved.
- Instructing and advising Environmental Health Officers and members of the Customer and Technical Support Team and members of the public and other Agencies.
- Act as a statutory consultee at the request of the Licensing Service.
- Investigating accidents occurring in the workplace and responding to employee complaints.
- Management of contracts and contractors.

## PLANNING/ORGANISING/CONTROLLING

- Organising and managing own workload within corporate priorities and agreed personal objectives.
- Advising members of the Customer and Technical Support Team, members of the public and other Agencies.
- Lead own work and prepare cases for formal action including prosecutions, service of notices.
- Considering and recommending on most appropriate form of action.
- Recommending whether enforcement action should be taken against individuals and businesses for non-compliance with legislation in accordance with the Council's Constitution and Scheme of Authorisation.

## CUSTOMERS AND CONTACTS

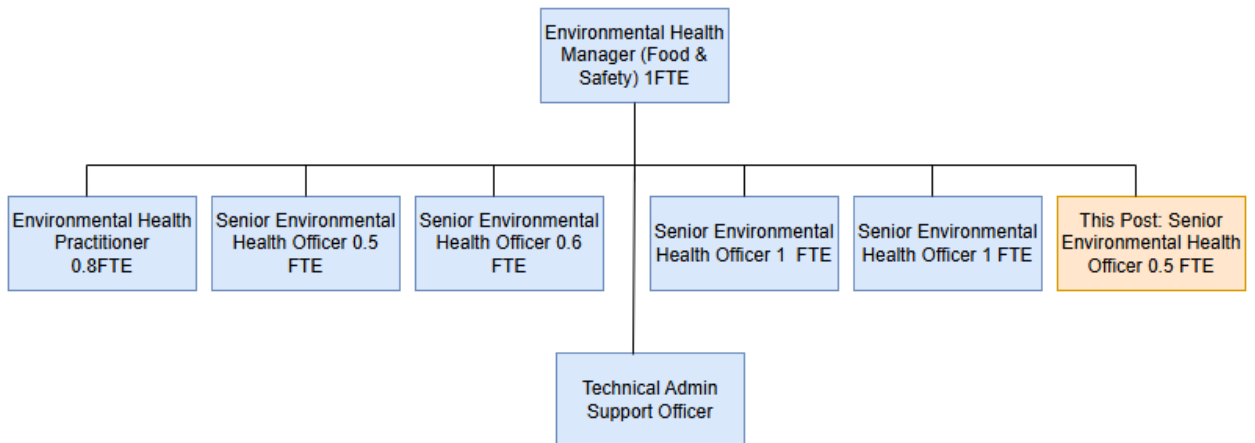
### INTERNAL

Other departmental staff, staff and managers from other departments and Councillors.

### EXTERNAL

Owners and occupiers of premises and land and their agents; external statutory and non statutory bodies in relation to special responsibilities.

## SERVICE/TEAM STRUCTURE



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	Diploma/ BSc Degree in Environmental Health.	A/C	Qualification in relevant specialist areas of Environmental Health.	A/C
	EHORB registration	A/C	Chartered Status CIEH	A/C
<b>KNOWLEDGE /TECHNICAL SKILLS</b>	Relevant post qualification experience in Environmental Health.	A/I	Awareness of Safeguarding	A/I
	A working knowledge of current Environmental Health legislation.	A/I	Able to demonstrate practical experience in the relevant specialist area, within the last 2 years	A/I
	Able to demonstrate a good working knowledge of specialist area related issues.	A/I		
	Proven working knowledge of a range of computer applications applicable to Environmental Health.	A/I		
	Preparation and presentation of evidence in court or formal proceedings.	A/		
	Able to represent the Council in formal appeal and legal proceedings.	A/II		
<b>COMMUNICATION</b>	Able to prepare and present complex technical reports using	A/I		

	<p>appropriate styles and language.</p> <p>Able to represent the Authority/Service/Team effectively at technical meetings with outside bodies.</p> <p>Communicate clearly, fluently and convincingly.</p>	<p>A/I</p> <p>I</p>		
<b>CUSTOMER SERVICE</b>	<p>Understanding of and commitment to promoting equality and diversity in service delivery and employment.</p> <p>Takes ownership of customers' requests, manages expectations and achieves a high quality response.</p> <p>Accurate spoken English is essential for the post</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>		
<b>TEAM WORKING</b>	<p>Able to take the operational lead on complex/sensitive or major projects working on own initiative with high level of autonomy.</p> <p>Be able to work in a busy team environment and communicate well at all levels.</p> <p>Have a commitment to further training and willingness to train others.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>		
<b>MANAGING SELF AND OTHERS</b>	<p>Self motivated and be able to work under</p>	<p>A/I</p>	<p>Show an awareness of goals and standards.</p>	<p>A/I</p>

	<p>pressure to strict deadlines.</p> <p>Able to liaise effectively with officers, Councillors, members of the public and other bodies.</p>	A/I		
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	<p>Able to ensure compliance with standards, objectives and procedures.</p> <p>Good problem solving; interpersonal and analytical skills to assimilate, analyse and translate technical and statistical information into concise reports.</p>	A/I		
<b>ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST</b>	<p>For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.</p> <p>Flexibility in undertaking a diverse range of duties.</p> <p>Full and valid driving licence and use of a car during working hours</p> <p>Willing to undertake work outside of normal office hours as required.</p>	A		
		A/I		
		A		
		A/I		

**How assessed**

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview



M = Medical assessment

### Politically Restrictd post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections

### Disclosure and Barring Service

Due to the nature of the work, this post involves a check on an individual's criminal background. The check is carried out through the Disclosure and Barring Service (DBS, previously CRB). Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

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<b>Job title:</b>	Senior Environmental Health Officer	<b>Post no:</b>	E
<b>Service:</b>	Environmental Services	<b>JE score:</b>	440
<b>Team:</b>	Environmental Health	<b>Pay band:</b>	5
<b>Location:</b>	The Burys Godalming, Surrey GU7 1HR	<b>Position type:</b> (if part time, working pattern)	Full time 37 Hours/ Five day week
<b>Competencies: (level 1 – 4)</b>	Communication:	3	
	Customer Service:	2	
	Team Working:	3	
	Managing Self and Others:	3	
	Can do approach/Results	2	
<b>REVIEWED BY:</b>	<i>Suzanne Robinson</i>	<b>DATE:</b>	March 2025
<b>CHECKED IN:</b>	Human Resources	<b>DATE:</b>	
<b>LAST UPDATED:</b>	March 2025	<b>DATE:</b>	March 2025