

## RUNNYMEDE BOROUGH COUNCIL

### JOB DESCRIPTION

#### 1. **POST DETAILS**

Department : Environmental Services

Post Title : Senior Environmental Health Officer

Section : Environmental Health & Licensing

Post No. : F1030

Working Hours: 15 hrs/week

Grade : MMA

Work Base : Civic Offices

Prepared/Agreed by : D. Carins

Date : : October 2021

#### 2. **ORGANISATIONAL RELATIONSHIPS**

Reports to : PEHO

Directly Supervises :none

Indirectly Supervises :

Deputising Responsibility :

Other Technical Officers

In the absence of PEHO shares responsibility for day to day running of the Commercial Team Officers.

#### 3. **RESPONSIBILITIES FOR RESOURCES**

Inspection and enforcement equipment issued on an individual basis e.g. cameras, PPE

Personal Protective Equipment where issued e.g.

High Visibility Jacket

Safety Shoes

Hard Hat

White coat and hat

#### 4. **JOB PURPOSE / OBJECTIVES**

To provide qualified Environmental Health Officer support across the range of functions. To assume delegated responsibility for such areas of work as agreed with the PEHO and Head of Service from time to time.

#### 5. **MAIN DUTIES OF THE POST**

- Carry out proactive visits and take all necessary follow up action as required by relevant policies, strategies and procedures.
- Respond to reactive work including requests for the provision of advice and take all necessary follow up action as required by relevant policies and strategies. (Relevant policies and strategies – Food hygiene inspections, food complaints procedure, food safety enforcement, health and safety inspections, accident investigation, health and safety enforcement, animal health and other licensed premises, infectious disease and outbreak control plan).
- Take part in Health Promotion campaigns as required, including carrying out talks on the general work of the section and promote the adoption of the benefits of a healthy lifestyle.
- Lecture on food hygiene, health and safety and other training courses, as required.
- Prepare evidence for, and give evidence in court, as necessary.
- Liaise with planning department in relation to commercial development control applications
- Meet personal targets and performance standards within the allotted time.
- Carry out such other duties as may be required by your Head of Service appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed.

#### Senior EHO/EHRO Functions

##### Particular duties:

- Provide expert advice and assistance to other team members in the absence or unavailability of the Principal Environmental Health Officer (Commercial).
- Deputise for the Principal Environmental Health Officer (Commercial) as required.
- Carry out full range of functions as dictated by relevant policies.
- All other functions as per EHO (Commercial).

*The above is a record of the main duties and responsibilities of this post at a given date. As necessary, following consultation, duties and responsibilities may change from time to time to meet the requirements of the service. Any such changes will be incorporated in a revised Job Description and, where appropriate, result in a re-evaluation of the grade of the post.*

# Runnymede Borough Council

## Person Specification

Post: Senior/Environmental Health Officer

Post No: F1030

Completed by: Peter Burke

Date: 06 March 2015

**A ✓ should be shown against each criterion to indicate whether it will be assessed from the application form (A.F.) or at interview (Int)**

Essential	How assessed		Desirable	How assessed	
<u>Education &amp; Training</u>	A.F.	Int		A.F.	Int
Degree/Diploma in Environmental Health	✓		Additional Food Safety qualification	✓	
EHORB Registered	✓		Health and safety qualification	✓	
<u>Experience &amp; Knowledge</u>					
Minimum of 2 years post qualification experience in food enforcement	✓	✓	Experience of dealing with approved or licensed food business	✓	✓
Experience of working in a busy office environment and ability to manage own caseload.	✓	✓			
<u>Personal Qualities/Personality</u>					
Accurate	✓	✓			
Articulate	✓	✓			
Self-motivated	✓	✓			
Enthusiastic		✓			
Adaptability		✓			

Essential	How assessed		Desirable	How assessed	
<u>Skills</u>	A.F.	Int		A.F.	Int
Ability to work in a team	√	√	Working knowledge of FLARE system	√	√
Excellent report writing skills	√	√			
Excellent communication skills	√	√			
I.T. literate	√	√			
Ability to solve problems	√	√			
Prioritisation skills	√	√			
<u>Career Objectives</u>					
Desire to work in Local Government		√	Keen to undertake training and development		√
Desire to gain experience		√			
<u>Special Requirements</u>					
Clean driving licence	√	√			
Able to participate in occasional out of hours work	√	√			