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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Senior Environmental Health Officer
<b>DBS check</b>	N/A
<b>Post number</b>	PESTBC
<b>Your team</b>	Planning and Environmental Health – Food & Safety
<b>You would be based</b>	Civic Centre, High Street, Esher, KT10 9SD
<b>Your line manager</b>	Principal Environmental Health Officer – Food & Safety



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## About the role

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1. Our Food Safety service contributes significantly to the economic, social, and environmental well-being of our residents, businesses and visitors to the Borough. Our overall aim is to ensure public health and the wellbeing of our residents are protected through a range of interventions in the main disciplines of Food Hygiene and Health and Safety.
2. You will be expected to be self-motivated and seek ways in which to deliver the Council's wider agenda. In this role, you will be responsible for a wide range of duties across food safety and hygiene, health & safety, infectious disease control and wider public health.
3. We offer a range of career opportunities for individuals that demonstrate motivation, enthusiasm and determination.
4. This is a career graded post that will allow the individual to progress dependent on matching the key achievements as set out below. The post holder may receive annual increments to the top of each grade and will be considered on an annual basis for progression to the next grade dependent on performance.

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## The main purpose of the role

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5. To deputise for the Principal Environmental Health Officer when absent, managing the staff within the Food & Safety Service responsible for a wide range of duties and contribute to the provision of an effective, innovative, efficient and responsive service under the general direction of the Principal Environmental Health Officer, supporting colleagues in their roles and with staff development.
6. To carry out the duties to the highest professional standards ensuring statutory and legal obligations are delivered and communicated in a customer focused manner optimizing available resources in the Service's areas of work. Main duties include:
  - Programmed routine and reactive food hygiene inspections.
  - Complaint investigations across Food and Health and Safety.
  - Appropriate enforcement in line with our enforcement policy and principles
  - Business support and coaching including the training of more junior colleagues.
  - Investigations of infectious diseases
  - Skin piercing activities.

7. To carry out a range of wider public health functions including full range of environmental health and public health functions including to promote a safe and healthy environment.
8. You will work with colleagues in other service areas to support Food & Safety matters, to include colleagues in pollution, planning, licensing, community safety, social housing providers and Surrey Police.

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## Specific duties and responsibilities

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### Senior Environmental Health Officer

To provide a customer-focused and efficient Food & Safety service including:

9. To keep informed in all aspects of the Team's functions, including new legislation, regulations, codes of practice and policy decisions, especially those relating to current duties.
10. Investigate programmed routine food hygiene inspections, complaint investigations across Food and Health & Safety, including food hygiene, health & Safety, RIDDOR notifications, lift notifications, infectious disease, street trading, skin piercing activities, water, or any other relevant area of work. To investigate complaints and lead on appropriate enforcement action in line with statutory requirements and guidance, policies, and procedures
  - Carry out the full range of investigations, audits, assessments, and other procedures and methods, using education, advice and enforcement techniques to achieve legal compliance.
  - Make a professional judgement to achieve compliance, monitor and if necessary, take appropriate enforcement action.
  - Initiate and perform the full range of enforcement roles, including the service of notices, formal cautions, collecting witness statements, preparing prosecution files and acting as the Council's witness in court.
  - To attend meetings of the Council, working parties, liaison groups and outside bodies or any other similar group including Safety Advisory Group, Emergency Resilience planning as and when required.
  - Provide advice on planning applications regarding new food businesses
  - To prepare responses to premises licence applications in respect of Environmental Health/Health & Safety matters and attend Committee Hearings as required.
  - Check, update and maintain own workload on relevant Council databases
  - Lead on projects commensurate with skills and abilities.
11. Work effectively with internal colleagues, customers and external businesses and partners by applying appropriate legislation and guidance to achieve the best outcomes to particular courses of action. To maintain contact with other Teams within the Council, other local authorities, government departments and external agencies, as appropriate.

12. Prepare and present written reports to senior managers, elected Members and stakeholders which require investigation, interpretation and analysis of complex information and incorporate recommendations that are justified by the presented evidence.
13. To carry out duties with an appreciation of the Council's wider agenda on sustainability, and issues that impact the local environment.
14. To be self-motivated and manage time effectively and prioritising service requests depending on the risk and meet deadlines and service objectives.
15. Develop and maintain professional knowledge at the required level to fulfil the specified responsibilities of the post and such additional specialist roles as may be determined from time to time, to provide resilience across Environmental Health.
16. To act in accordance with current written procedures and to assist in their review and development.
17. To ensure that appropriate records including those stored in IDOX, Assure and other appropriate systems and including statistics are properly and accurately maintained and that written communication is of a professional standard.
18. To promote the service aims and participate in publicising the service functions, including attending and addressing public or other meetings, preparing and giving presentations at training courses as well as participating in projects and activities carried out by the service.
19. To take the lead on special projects from inception to conclusion using project management techniques.
20. Carry out such other duties as required which are appropriate with the purpose and grading of the post.
21. Giving talks at public enquiries, meetings and exhibitions, as well as ensuring compliance through education, advice and enforcement
22. To support the delivery of the Councils vision 2030.

### **Special Conditions**

23. To participate, as required, in "out of hours" and emergency situations to meet the needs of the service. This may include evening, weekends, summer concert monitoring and civil emergency.
24. Access and use of a vehicle for work purposes throughout the borough will be required.

<b>Scale Point</b>	<b>Key Achievements</b>	<b>Position</b>
37	Senior Environmental Health Officer	SEHO

**SEHO – Principal Officer Grade, Scale point 37- 44 (£46,599 - £53,329)**

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## **What's missing**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## Talent development

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## Confidentiality

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed to do the job.**

We will consider your written application in relation to the essential knowledge, skills, abilities, education, and experience required for the job, and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education, and experience make you suitable for this post.
- You may have gained these through previous employment, voluntary/community work, spare time activities, home responsibilities, training, or languages spoken.
- You should also include anything else relevant to the job, which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

**Senior Environmental Health Officer**

**Post No: PRN TBC**

**Scale: SEHO – Principal Officer Grade, Scale point 37- 44**

**Team: Planning and Environmental Health**

**Hours: 36**

**Salary: £46,599 - £53,329**

**Car Allowance: C2 Core Car User**

<b>Key requirements (Desirable / Essential)</b>	<b>Environmental Health Officer</b>	<b>To be tested by: Application (A) Interview (I)</b>
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	<b>Qualifications and Education</b>		
1	<b>EHO</b> – Degree, Diploma or completed level 6 apprenticeship in Environmental Health	Essential	A, I
2	<b>EHO</b> – Registered by the EHRB or CIEH as Environmental Health Practitioner	Essential	A, I
3	<b>EHO</b> – Registered by the EHRB or CIEH as Chartered Environmental Health Practitioner	Desirable	A, I
4	Additional specialist qualifications relating to or transferable to environmental health.	Desirable	A, I

	<b>Experience</b>		
5	Experience of working in a regulatory role, preferably in a local authority or public service organisation.	Essential	A, I
6	Experience in a similar related role in a Food and Safety environment.	Desirable	A, I
7	Experience of supervising and training staff within an Environmental Health team or similar.	Desirable	A, I
8	Experience of using software databases and complaints handling software to manage your work.	Desirable	A, I
	<b>Knowledge, skills and abilities</b>		
9	Excellent communication skills.	Essential	A, I
10	Excellent working knowledge and in depth experience of current Environmental Health legislation and the ability to apply to real life scenarios.	Essential	A, I
11	Good working knowledge of Microsoft Office software - Teams	Essential	A, I
12	A commitment and ability to prioritise and programme your workload to meet deadlines, targets and performance indicators.	Essential	A, I



13	Ability to deliver work to a high standard.	Essential	A, I
14	Drive and motivation to work proactively and with minimal supervision	Essential	A, I
15	Ability to work under pressure and contribute to team effectiveness	Essential	A, I
16	Able to explain complex technical issues to a wide variety of audiences	Essential	A, I
17	Understanding and experience of Local Government and working with elected members	Desirable	A, I

	Special Requirements		
18	Membership of CIEH	Desirable	A
19	A commitment to provide a high-quality service to customers	Essential	A, I
20	Demonstrate you are a flexible and adaptable team worker and willing to work out of office hours.	Essential	A, I
21	Full driving licence, access to vehicle for work purposes.	Essential	A

22	Access to a vehicle for work	Essential	A
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