

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Environmental Health Officer Trainee
Job Evaluation ID:	2433CE
Grade:	5 £20,444 (SCP07) to £22,129 (SCP11)
Directorate:	Economy and Environment
Division:	Public Protection
Section:	Environmental Health
Location:	Penallta House
Responsible to:	Senior Environmental Health Officer (Pollution)

JOB PURPOSE

Assist Environmental Health staff whilst at the same time completing the Environmental Health Practitioner Portfolio and Professional Discussion process to register as a qualified Environmental Health Officer by:

- Completion of the EHP Portfolio that provides the opportunity to demonstrate ability to apply in practice the knowledge gained during the accredited degree in a workplace setting.
- Completion of the Professional Discussion via an online conversation with assessors regarding content of the Portfolio, career so far and general approach to environmental health.

RESPONSIBILITIES

Job Specific

Undertake directed activities under the supervision of experienced staff, eg conduct interventions with local businesses, undertake monitoring activities, and investigate complaints etc. Develop the practical skills and competencies required to complete these interventions.

Contribute to the day-to-day operation of the service, undertaking a range of tasks and duties (relevant to the level of development) as directed by the line manager.

Develop a sound knowledge and understanding of all aspects of the work relevant to the role and the wider service area.

Complete specific tasks, as directed, in an efficient and timely manner.

Work effectively and cooperatively as part of the team.

Communicate effectively with colleagues, customers and clients.

Undertake a range of administrative tasks and activities, including accurate data inputting.

Analysis of data and preparation of reports.

Use technology to support day to day tasks and operations including but not limited to computers and printers.

Use a range of software including (but not limited to) Microsoft Office 360 (Outlook, Word, Excel etc.)

Provide support to senior officers on work projects (relevant to the level of development).

Engage in all work related training.

Office, home agile based post.

Requirement to work outside of the office relevant to the delivery of the Environmental Health service, including working in inclement weather.

Required to work outside of core hours and at weekends.

Organisational

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	BSc (Hons) Environmental Health Degree.	
KNOWLEDGE	Willingness to improve knowledge of Environmental Health theory and practice. Understanding how Environmental Health interacts with other departments and partner organisations.	An understanding of Council services.
SKILLS	Confident using IT (for example: email and word processing). Able to work as part of a team. Able to complete tasks in agreed timeframes. Good spoken and written communication skills. Able to follow a structured training programme. Committed and motivated to personal development. Precision and accuracy in recording of facts, figures and details.	Welsh language skills. Able to use your initiative to resolve simple problems.
EXPERIENCE		Dealing with members of the public and traders. Working on own initiative. Previous work experience within an Environmental Health Department.

	ESSENTIAL	DESIRABLE
OTHER	Able to travel around the borough by having a Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work purposes to travel throughout the borough to attend meetings / visit clients at their home.	

For Office Use:	
Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No
Job Description Completion / Review Date:	08/03/2022