

# Environmental Health Practitioner

Department	Environmental Health and Licensing
Pay Grade	CG 6-8
Responsible to	Principal Environmental Health Officer

## Role Purpose

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To work as part of a team to carry out environmental duties as specified within a defined geographical area providing specialised advice and support on private sector housing issues.

To provide support to the Head of Environmental Health and Licensing and the wider team to achieve the departmental objectives in line with the Corporate Plan.

## Role Specific Responsibilities / Accountabilities

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- To carry out general environmental health duties, specialising in private sector housing within a team covering a defined geographical area, as required by the Head of Environmental Health and Licensing.
- To support the technical lead and assist the Head of Environmental Health and Licensing in the day-to-day management of a given specialist function of the Housing Team such as Caravan Sites, Empty Properties, HMOs, and Private Water Supplies.
- To participate in projects, campaigns and other duties designed to help promote environmental protection and general public health issues.
- To be responsible to the Head of Environmental Health and Licensing for carrying out additional and relief duties, which may arise from time to time.
- To be available for emergency situations that may arise relating to public health and licensing and to participate in the Environmental Health Standby Scheme.
- To follow the guidelines and principles of the Council's Environmental Action Programme, Health and Safety documentation, Policies and Codes of Practice.
- To carry out such other duties that may reasonably be required.

# Knowledge, Skills and Qualifications

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**Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.**

## Essential Criteria

- Experience and knowledge of general Environmental Health issues
- Understanding of Private Sector Housing and enforcement issues
- Educated to both GCSE and A Level, or equivalent
- Willingness to work towards Membership of the Chartered Institute of Environmental Health

## Desirable Criteria

- Proven experience and knowledge of Environmental Health issues including Private Sector Housing and Enforcement
- Proven experience and knowledge of Environmental Protection and Enforcement
- Degree in Environmental Health, or equivalent/related subject
- Membership of the Chartered Institute of Environmental Health

# Appendix

## Generic Employee Responsibilities / Accountabilities

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- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with the Health and Safety policy and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.

- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to provide assistance in whatever capacity necessary to provide the necessary organisation, co-ordination and supply of resources to support the local key emergency services.

## Generic Employee Behaviours

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**Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.**

### Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

### Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

### Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly