



JOB DESCRIPTION	
Job Title	Environmental Health Officer
Portfolio	Planning, Environment and Economy
Reports to	Team Leader – Health, Safety and Environmental Control within the Community and Business Protection Service
Location	Ty Dewi Sant, Ewloe, Flintshire
Job Reference/ID Number	TBC
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Job Purpose	
The purpose of this role is to protect employees and members of the public from the risks associated with work activities within Flintshire. The purpose of the job is to perform this duty through expert advice and formal legal action and to undertake any other function within the Environmental Health Department as and when required.	

Principal Accountabilities
MAIN DUTIES & RESPONSIBILITIES: 1. To inspect workplaces under the relevant Health & Safety legislation, to evaluate Health & Safety contraventions, make decisions, identify and implement the most appropriate enforcement action to ensure compliance with The Health and Safety At Work etc Act 1974 and Regulations made thereunder. 2. Serve Improvement, Deferred Prohibition and Prohibition Notices, signed and personally accountable, in accordance with Health and Safety legislation. 3. Pursue criminal investigations and undertake prosecutions for offences in a Court of Law, gather evidence employing powers such as seizure and detention, take statements and caution offenders as necessary. 4. Investigate accidents including fatal accidents, usually taking the leading role in the investigation. Prepare reports and statistical information and analyse cases taking enforcement action where necessary. 5. Investigate health and safety complaints by employees or others about Health & Safety standards in a place of work. Identify contraventions of legislation, take enforcement action to prevent dangerous occurrences and ensure future compliance with legislation.

6. Interpret legislation including new Regulations and amendments to existing legislation and Health & Safety Codes of Practice. Appraise and interpret Industry technical reports, government Documents and comment on consultative documents.
7. Plan and implement Special Interventions, Health Promotion and Enforcement Initiatives to raise awareness of and enforce legislation derived from local need or national policy. Innovate, develop and implement new ways of working including Partnerships and joint working with other Local Authorities, Health and Safety Executive, local businesses.
8. Provide advice to members of the public, employers, employees, other statutory bodies and others.
9. Provide guidance to Environmental Health Technical officer and student EHO's.
10. Supervise Asbestos stripping operations to assess compliance with legislation.
11. Assess and comment on planning applications, as necessary.
12. Support other functions as directed, across the full scope of Environmental Health, including enforcement action and particularly in relation to Environmental Control.

Supervision/Management of People

None

Employment Checks/Specific Requirement i.e. DBS

None

Special Working Conditions

E.G. – This role involves driving regularly and a full driving license is required along with access to a vehicle.

Person Specification

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

Academic/ Professional Qualification

**Essential /
Desirable**

**How this will be
assessed?**

1. Possess as a minimum a BSc. (Hons) Environmental Health Degree or equivalent, and be registered with the Environmental Health Officers Registration Board (EHORB).	Essential	Application
2. Additional qualifications in Health and Safety such as Diploma or MSc.	Desirable	Application
Knowledge and Experience		
1. Extensive investigatory experience, encompassing specialist interviewing, legal proceedings, court work and gathering evidence.	Essential	Application/Interview
2. Specialist knowledge and experience – Proven post graduate professional scientific and technical understanding and experience in health and safety enforcement covering a wide range of topics	Essential	Application/Interview
3. Detailed understanding of environmental health legislation, case law, policies and procedures and technical guidance.	Essential	Application/Interview
4. I.T. skills - a sound working knowledge of a range of software packages	Essential	Application/ Interview
5. Detailed knowledge of the criminal legal system and Police and Criminal Evidence Act.	Essential	Application/ Interview
Skills		
1. Competence and experience of writing detailed reports, business cases, briefings and giving specialist professional and technical advice.	Essential	Application/Interview
2. High level of communication skills both written and verbal required to deal with the service user base that is both expert and non-expert.	Essential	Application/Interview
3. High level of integrity, tact and impartiality	Essential	Application/ Interview
4. Diplomacy – competence and proven experience in effectively managing situations with agitated people.	Essential	Application/ Interview
5. Creativity – competence and experience in problem solving and innovation.	Essential	Application/Interview

6. Good interpersonal 'people skills' to effectively manage relationships with people from all backgrounds.	Essential	Application/Interview
7. Supervisory skills - to coach and mentor student EHOs and Technical Officers.	Desirable	Application/ Interview
8. Literacy and numeracy skills for producing accurate and factual reports and interrogating information.	Essential	Application/Interview
9. Ability to critically examine and analyse circumstances and situations.	Essential	Application/ Interview
10.Full Driving Licence	Essential	Application
11.Ability to speak Welsh	Desirable	
Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
Customer First: Respond to service requests, as required.	Essential	Application/Interview
Working Smarter: Ability to effectively plan and prioritise a complex workload	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Excellent interpersonal and communication skills, with the ability to persuade and inspire others at all levels.	Essential	Application/Interview
Change: Adapting to change and identify opportunities, and successfully deliver creative solutions.	Essential	Application/Interview