

Epsom & Ewell Borough Council

Role Profile Template

Role Title:	Assistant Environmental Health Officer
Job Family:	Apprentice
Service:	Environmental Health
Location:	Council Offices, The Parade, Epsom, Surrey KT18 5BY
Reporting To:	Principal Environmental Health Officer

<p>Role Purpose:</p> <p><i>Why the role exists and its contribution</i></p>	<p>To study for a degree in Environmental Health whilst also working as an apprentice covering all aspects of environmental health practice. This is a four year programme and upon successful completion would give the opportunity to gain professional status as an Environmental Health Practitioner.</p> <p>As a member of the council's team, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture</p>
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Main Duties and accountabilities

Service Specific	<p>Successfully obtain a place on an accredited Environmental Health (Apprenticeship) BSc (Honours) course and undertake the programme of study over the full four years of the degree which is delivered via a mix of taught and independent learning.</p> <p>On days where there are not taught classes at the University, to undertake work in the Environmental Health team including building on the taught knowledge to develop the practical skills of an Environmental Health Practitioner.</p> <p>Assist and support other members of the Environmental Health team to deliver services such as food safety, health and safety at work, housing, pollution control and community safety.</p> <p>To take on a suitable case load of reactive and project work in line with your developing confidence and competence.</p>
Generic Duties	<p style="text-align: center;">Service Delivery</p> <p>To deliver effective front line services to the public</p> <p>To be a presence in public within the Borough of Epsom & Ewell</p> <p>To ensure the Council's service provision is of the highest standards.</p>

	<p>To confidently communicate with the general public.</p> <p>To ensure compliance with and enforcement of legislation appropriate to the stage of development.</p> <p>To assist in the achievement of any annual Performance Indicators targets / service delivery plan and contributes effectively to My Performance Conversations.</p>
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The key decision making areas in the role
<p>Basic judgement and decision making appropriate to your stage of development.</p> <p>Following instructions and direction from managers and colleagues.</p> <p>The balancing of workload and priorities including academic assignments and deadlines.</p> <p>Dealing with a wide range of service areas.</p> <p>Handling occasional sensitive and/or personal information.</p>
Customers and contacts
<p>Building relationships with members of the Environmental Health Team, the wider department and other teams.</p> <p>Contact with council customers including businesses and residents.</p> <p>Equalities consideration for all colleagues, internal and external customers.</p>

Dimensions of the role	
Financial	Non-financial
<ul style="list-style-type: none"> • Taking certain card payments via telephone or in person. • Advising customers of costs of services. 	<ul style="list-style-type: none"> • Dealing with the occasional aggressive and or/emotional persons. • Being able to recognise vulnerability and safeguarding concerns and to report them to management. • Implementing and enforcing regulations. • Being mindful of the health and safety of customers.

Person Specification

Qualifications and Training	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Acceptance (actual or pending), on an accredited Environmental Health (Apprenticeship) BSc (Honours) course	E		X
Knowledge and Experience			
Previous experience of working as part of a team	D	X	X
Knowledge of the regulatory framework relevant to environmental health practice	D	X	X
Outline knowledge of the nature and scope of environmental health	E	X	X
Skills			
Excellent communications skills (verbal, written and presentation)	E	X	X
Effective time management and ability to meet deadlines both work based and academic	E	X	X
Capable of being assertive in appropriate situations	E	X	X
Ability to produce clear and concise reports	E	X	X
Investigative and analytical approach	E	X	X
Additional Requirements			
No contra-indications in personal background or criminal record indicating unsuitability in this role	E	X	
Access to a computer at home that is connected to the internet.	E	X	
Legally entitled to work in the UK.	E	X	
Ability to work flexibility including the occasional evening and weekends to attend meetings or events including assisting with elections.	E	X	
Possession of a full driving licence	E	X	