



UTTLESFORD DISTRICT COUNCIL

Environmental Health Officer / Senior Environmental Health Officer (Commercial Team)

37 hours (full-time)

Salary Grade 8 £36,571 rising to £39,571 (EHO)

Salary Grade 9 £40,578 rising to £43,570 (Senior)

Uttlesford District is consistently identified as one of the best places to live in the UK. We're ideally located, with easy access to London and Cambridge and an international airport on our doorstep, and yet, the district still retains its rural character, alongside its market towns and villages.

We are seeking an enthusiastic, highly motivated Environmental Health or Senior Environmental Health Officer to join our small and diligent team. You will act in the lead role for all food safety functions, supporting the team members in the delivery of the inspection programme across the District. There will also be responsibility for other core functions such as Health and Safety and infectious disease control and opportunity to become involved in the delivery or management of the imported food Service at Stansted Airport.

It is essential that you have a 'can do' attitude to work, be self-motivated, flexible, take responsibility for a varied caseload, be an effective communicator and be committed to team working.

For the senior position, proven management / supervisory experience will be desirable, but we will welcome applications from individuals wanting to develop a new managerial aspect to their career.

Applicants will have a BSc (Hons) degree in Environmental Health (or equivalent), including EHRB registration, and a detailed knowledge and experience of enforcing relevant legislation, codes of practice and practice guidance, to a level commensurate with the competency level required for the role. In depth knowledge of imported food legislation is desirable.

A full driving licence and access to a car available for work is essential. From time to time, there may be a requirement for some out of hours working.

In return we can offer you a varied and exciting role and the chance to contribute to an excellent work ethic that supports our businesses in achieving high standards of compliance.

Benefit package for the above post includes:

- Hybrid Working
- ICT facilitated remote working
- Paid holidays
- Contributory Local Government Pension Scheme
- Employee Assistance Programme
- Flexitime
- Volunteering opportunities
- Vine extras – Employee discount scheme

For an informal discussion please contact Tony Cobden, Environmental Health Manager on 01799 510583

Please apply online via our recruitment link <https://www.uttlesford.gov.uk/jobs-careers>

Closing date for completed applications is Sunday, 9 October 2022
Interviews will be held during the week of 17 October 2022.

CVs will not be accepted.

Uttlesford District Council is an inclusive employer, and we welcome applications from all. We are proud to be a Disability Confident employer and guarantee an interview to anyone disclosing a disability whose application meets the minimum criteria for the post.

Uttlesford District Council has a hybrid working policy with the option to work from home or book a hot desk in one of the council's offices. Homeworkers will be required to attend in person meetings at times. However, these working arrangements will be discussed and agreed with you by your line manager.

UTTLESFORD DISTRICT COUNCIL

JOB PROFILE

Designation: Environmental Health Officer
(Career Grade)

Directorate: Chief Executive

Reporting to: Environmental Health Manager -
Commercial Team

Salary: Grade 8-9 £36,571 rising to £43,570

Section: Environmental Health Commercial

Located: London Road Saffron Walden;
Walpole Meadows Stansted; Little Canfield
Business Park **OR** such other place of
employment in the service of Uttlesford District
Council as required.

Responsible for: N/A

OVERALL PURPOSE OF JOB

(summary in no more than two or three sentences)

1. Deliver day to day environmental health services, with the objective of providing an efficient and effective customer focused service to residents and businesses of the District
2. Contribute towards the development of effective strategies, policies and procedures

JOB PROFILE
Key Responsibilities

| (See below) | Environmental Health Officer Career Grade (Commercial Team) | | |
|------------------------------------|--|--|---|
| | Grade 6 (spinal column point 24 - 27) Trainee EHO | Grade 7 (spinal column point 28-31) District EHO (recently qualified) | Grade 8/9 (spinal column point 32-39) District EHO/Senior EHO |
| <p>Key Responsibilities</p> | <p>Accurately complete relevant sections of The Chartered Institute of Environmental Portfolio of Professional Practice (or equivalent)</p> <p>Develop knowledge of all current objectives, policies, and procedures in use within the Environmental Health section, participate in and contribute to Section meetings and discussions, develop knowledge of and work towards achieving statutory and local performance targets and actively seek improvement through evaluation of current work practices</p> <p>Develop and follow a personal training plan and to regularly discuss training and developmental progress with the appointed Training Officer</p> <p>Under supervision if required carry out routine inspections and revisits and deal with complaints giving advice in respect of Food Safety/Health & Safety.</p> <p>Under supervision produce and maintain accurate correspondence, case notes and information on databases to meet internal and external requirements, including audit.</p> <p>Under supervision assist with health promotion activities and specific project work</p> <p>Contribute to discussions to improve service development</p> <p>Participate in training or promotional events as required</p> <p>Undertake any other duties which may reasonably be within the competence of the postholder including infectious disease control.</p> | <p>Carry out routine inspections and revisits and deal with complaints giving advice in respect of Food Safety, Health & Safety and imported food.</p> <p>Ensure that records and electronic filing systems are fully maintained and updated, including performance monitoring information.</p> <p>Under limited supervision assist or direct specific project work</p> <p>Under limited supervision investigate and report on cases of food poisoning and other notifiable infectious diseases</p> <p>Participate in training or promotional events as required</p> <p>Contribute to discussions to improve service development</p> <p>Under limited supervision prepare and serve appropriate enforcement Notices under relevant legislation</p> <p>Undertake any other duties which may reasonably be within the competence of the postholder</p> | <p>Carry out in-depth food hygiene inspections of premises include those subject to approval to ensure compliance with food safety Legislation.</p> <p>Act as lead officer for food hygiene, health and safety and imported food as required.</p> <p>Produce and maintain accurate correspondence, case notes and databases to meet internal and external requirements, including audit and performance management</p> <p>Direct specific project work</p> <p>Investigate complaints, prepare reports, consider, and carry out enforcement action including recommendation for legal proceedings where appropriate.</p> <p>Investigate and report on cases of food poisoning and other notifiable infectious diseases</p> <p>Participate in training or promotional events as required</p> <p>Contribute and lead discussions to improve service development</p> <p>Prepare and serve appropriate enforcement Notices under relevant legislation</p> <p>Monitor service delivery and evaluate methods and systems of working practice to ensure high standards and targets are achieved</p> |

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| | | | <p>Undertake any other duties which may reasonably be within the competence of the potholder</p> <p>As team leader undertake day to day management of district/ specialist officers' workloads. Monitor and support service performance against service plan targets.</p> <p>Deputise for Environmental Health Manager (Commercial) as necessary.</p> |
|--|--|--|---|

Person Specification

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| Qualifications and experience | Successful completion of accredited university degree in Environmental Health (or equivalent) and undertaking The Chartered Institute of Environmental Portfolio of Professional Practice Working towards achieving EHRB registration. | Successful completion of accredited university degree in Environmental Health (or equivalent) and completion of The Chartered Institute of Environmental Portfolio of Professional Practice Passed professional examinations and achieved EHRB registration Evidence of continuing professional development Meeting requirements of any formal competency frameworks. | Successful completion of accredited university degree in Environmental Health (or equivalent) and completion of the Chartered Institute of Environmental Portfolio of Professional Practice Achieved EHRB registration. At least two years' experience gained in a local authority and/or private sector. Evidence of continuing professional development Meeting requirements of any formal competency frameworks Progression to Grade 9 will be dependent on management qualifications and / or proven management experience. |
| Supervision | Supervision of all work by a senior colleague | Ability to work with limited supervision | Ability to work with minimal supervision and in turn provide supervision of more junior staff |
| Primary Internal contacts outside the Housing Service | Ability to liaise with Planners, Building Control, Licensing, Legal and Housing staff. | Ability to liaise with Planners, Building Control, Licensing, Legal and Housing staff. Elected Members | Ability to liaise with Planners, Building Control, Licensing, Legal and Housing staff. Elected Members There will be a need for contact with all internal staff at senior level |
| Primary external contacts | Ability to liaise with: Members of the public Business operators, employee, and management level Other local Councils Some external agencies | Ability to liaise with: Members of the public Business operator, employee and management level Most external agencies Members and Parish Councillors | Ability to liaise with: Members of the public Business operators, employee, management and director level All external agencies Members and Parish Councillors |

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|---|---|--|--|
| Knowledge | <p>Demonstrate knowledge of the issues and legal requirements involved in food safety, health and safety and other relevant legislation.</p> <p>Demonstrate knowledge and understanding of current best practice relating to Food Safety, Imported Food, Port Health, Health and Safety, Infectious Disease and other duties of the Commercial section</p> | <p>Demonstrate a detailed knowledge of the issues and legal requirements involved in food safety, health and safety and other relevant legislation.</p> <p>Demonstrate detailed knowledge and understanding of current best practice relating to Food Safety, Imported Food, Port Health, Health and Safety, Infectious Disease and other duties of the Commercial section</p> | <p>Demonstrate a sound knowledge of the issues and legal requirements involved in food safety, health and safety imported food and other relevant legislation.</p> <p>Demonstrate a sound knowledge and understanding of current best practice relating to Food Safety, Imported Food, Port Health, Health and Safety, Infectious Disease and other duties of the Commercial section</p> |
| Skills | <p>Good communication skills both written and oral</p> <p>Maintain clear and accurate records of work undertaken including that required for PPP.</p> <p>Ability to work well individually and as part of a team</p> <p>Ability to use relevant IT software</p> <p>Manage own workload with supervision</p> <p>Have a flexible approach to workload and respond to needs as they arise</p> <p>Ability to work effectively from home / undertake hybrid working.</p> | <p>Good communication skills both written and oral</p> <p>Maintain clear and accurate records of work undertaken.</p> <p>Ability to work well individually and as part of a team</p> <p>Ability to use relevant IT software</p> <p>Manage own workload with limited supervision</p> <p>Have a flexible approach to workload and respond to needs as they arise.</p> <p>Ability to work effectively from home / undertake hybrid working.</p> | <p>Good communication skills both written and oral</p> <p>Ability to carry out detailed work and identify problems with subsequent remedy</p> <p>Maintain clear and accurate records of work undertaken.</p> <p>Ability to work well individually and as part of a team taking lead as required.</p> <p>Ability to use relevant IT software</p> <p>Manage own workload with minimal supervision.</p> <p>Have a flexible approach to workload and respond to needs as they arise</p> <p>Ability to work effectively from home / undertake hybrid working.</p> |
| Responsible to | Environmental Health Manager (Commercial) | Environmental Health Manager (Commercial) | Environmental Health Manager (Commercial) |
| Circumstances | <p>Driving Licence</p> <p>Out of hours and weekend working may be required</p> <p>Attendance at evening meetings may be required</p> | | |
| <p>The Duties & responsibilities in this Job Description give a broad outline of the functions of the post. However by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provided by Uttlesford District Council. The post holder will be expected to adapt to changing circumstances & therefore the outline of duties may change from time to time</p> | | | |

OPERATING ENVIRONMENT

A flexible approach is required as the post may require working on a rota basis for out of hours call out/standby including evenings and weekends, including working at Stansted Airport to deal with consignments of fresh produce working in large cargo shed environments.

The post holder will be expected to follow the council policies and procedures and act in a flexible, co-operative and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

Non Line Manager Core Accountabilities

- Understand the needs of your customers and deliver the best possible outcomes through exemplar behaviour in accordance with UDC's Values and Behaviours
- Work flexibly and collaboratively across structural boundaries in support of key outcomes
- To contribute to development or organisational capability by taking ownership of your own training and development, including identifying and taking part in training and development activity and responding to feedback on performance
- Take responsibility for identifying and auctioning areas of risk including Health and Safety and Business Continuity

Safeguarding

Uttlesford District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment

Role Requirement: This role does require a DBS (CRB) check

Pre-employment Checks appropriate to this Job Profile

Uttlesford District Council (UDC) is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation

UDC – VALUES AND BEHAVIOURS

| VALUE: ACHIEVING HIGH PERFORMANCE | |
|--|---|
| REQUIRED BEHAVIOURS | |
| ENTHUSIASTIC | • Creates and maintains a positive work ethic while striving to get the job done |
| | • Shows pride in what they do |
| SUPPORTIVE | • Identifies where changes are needed and helps make them happen |
| | • Learns from experience/mistakes |
| PROBLEM SOLVING | • Adopts a proactive and positive approach to solving problems |
| | • Produces innovative ideas, thinks 'outside of the box' |
| FLEXIBLE | • Promotes and embraces change, is open to new ways of working |
| VALUE: RESPONDING TO CUSTOMER NEEDS | |
| REQUIRED BEHAVIOURS | |
| CUSTOMER FOCUSED | • Open and honest in communication with internal and external customers; shows courtesy and respect |
| | • Demonstrates required behaviours to meet all Customer Charter promises above and beyond specified requirements |
| | • Conducts themselves in a professional manner, promoting the council's reputation |
| RESPONSIVE | • Understands and responds to customer needs |
| | • Actively seeks feedback to improve customer service |
| | • Proactively works to progress new ways of working to improve customer service |
| VALUE: WORKING TOGETHER | |
| REQUIRED BEHAVIOURS | |
| VALUING OTHERS | • Treats everyone fairly, with respect and dignity, responding sensitively to individuals |
| | • Shows respect for the values, experience, contribution or work of others |
| TEAM WORKING | • Develops team working in service area and across the council and strives to maintain a high level of motivation |
| | • Works across service areas to attain common goals |
| | • Encourages others to input ideas and opinions and responds to good suggestions |
| OPEN/HONEST | • Open and honest in communication, seeking and giving regular feedback |
| DEVELOPING OTHERS | • Shares job knowledge and skill willingly with other employees to help them or assist in their development |
| RECOGNISING SUCCESS | • Acknowledges success/achievements of others in the organisation |

EQUIPMENT INVENTORY

Please list below the equipment which is required to carry out this job

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|--------------|--|
| Job Profile: | Environmental Health Officer (Career Grade) |
| Directorate: | Housing and Environmental Health |
| Division: | Environmental Health |

List of Equipment

tick if required

Standard Mobile Phone Yes OR Smart phone:

Laptop:

Lone Working Security Pass/Device: access to shared unit Yes

Procurement Card:

Fuel Card:

CIS Fob (Benefits)

Uniform:

BAA Airside Pass: Yes

Keys:

Please give details: _____

Protective Clothing:

Please give details: Toetector shoes, high viz vest and jacket, white coat and hats

Tools:

Please give details: Thermometer, camera, sampling equipment, torch

**UTTLESFORD DISTRICT COUNCIL
ENVIRONMENTAL HEALTH OFFICER/SENIOR ENVIRONMENTAL HEALTH
OFFICER
BASIC TERMS and CONDITIONS OF EMPLOYMENT**

| | | | | | | | | | | | |
|----------------------------------|--|----------------|--------------|--------------|--------------|--------------|----------------|--------------|--------------|--------------|--------------|
| PRE-EMPLOYMENT MEDICAL | Appointment is subject to a Pre-employment Medical Clearance | | | | | | | | | | |
| SALARY Per annum | <p>Spinal Column Point</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Grade 8</td> </tr> <tr> <td>32 - £36,371</td> </tr> <tr> <td>33 - £37,568</td> </tr> <tr> <td>34 - £38,553</td> </tr> <tr> <td>35 - £39,571</td> </tr> <tr> <td>Grade 9</td> </tr> <tr> <td>36 - £40,578</td> </tr> <tr> <td>37 - £41,591</td> </tr> <tr> <td>38 - £42,614</td> </tr> <tr> <td>39 - £43,570</td> </tr> </table> <p>Salary is paid on the 23rd of the month by credit transfer directly into the bank or building society of your choice.</p> <p>Incremental progression within your pay band is effective subject to satisfactory performance as measured through our appraisal system and if your start date is such that you are still under probation on 1 April, you will not be eligible for an incremental rise until the following year.</p> | Grade 8 | 32 - £36,371 | 33 - £37,568 | 34 - £38,553 | 35 - £39,571 | Grade 9 | 36 - £40,578 | 37 - £41,591 | 38 - £42,614 | 39 - £43,570 |
| Grade 8 | | | | | | | | | | | |
| 32 - £36,371 | | | | | | | | | | | |
| 33 - £37,568 | | | | | | | | | | | |
| 34 - £38,553 | | | | | | | | | | | |
| 35 - £39,571 | | | | | | | | | | | |
| Grade 9 | | | | | | | | | | | |
| 36 - £40,578 | | | | | | | | | | | |
| 37 - £41,591 | | | | | | | | | | | |
| 38 - £42,614 | | | | | | | | | | | |
| 39 - £43,570 | | | | | | | | | | | |
| PENSION | The Pension Scheme applicable to your employment is the Local Government Pension Scheme (LGPS) and all new employees who are contractually eligible for membership will be made a member of the main scheme. The pension contributions for your pay band is currently 6.5% or 6.8% (employee) and 20.2% (employer), this is deducted at source. You may opt out if you wish but you cannot before starting employment. You must obtain the opt-out form directly from the LGPS Administering Authority, Essex Pension Fund https://www.essexpensionfund.co.uk | | | | | | | | | | |
| ANNUAL LEAVE Per annum | <p>Basic annual leave is 185 hours (proportionate for the current leave year) rising to 200 hours after 5 year's continuous local government service, plus 15 extra statutory hours leave; the timing of which is reviewed annually.</p> <p>All leave and statutory hours are proportionate to the current leave year</p> | | | | | | | | | | |
| HOURS | 37 hours a week | | | | | | | | | | |
| PROBATION | There is a six months period of probation for all new employees | | | | | | | | | | |

Please note: the details set out above are for information only and do not constitute an offer of employment.