

**Post Title:** Technical Officer (Commercial)

**Post Hours:** 37 hours

**Grade:** Scale 5/6/SO1

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**Responsible to:** Team leader (Commercial)

**Responsible for:** None

**Main contact associated with principal duties:**

- Management of industrial premises and commercial operators
  - Statutory undertakings
  - Council officers
  - Members of the public
  - Elected members
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**Job Purpose:**

To contribute to the delivery of one or more of the following functions within the Environmental Health section under appropriate environmental legislation and Council policies within the Borough:

- A Food Safety Service in accordance with the Food Safety Act 1990 and associated legislation
- A communicable disease control service
- Environmental Permits
- Occupational Health and Safety Enforcement Services
- Contaminated Land
- Local Air Quality Management
- Commercial/Industrial Noise Control Service
- Planning Consultations
- Smoke Control Areas
- Smoke free Legislation
- Radiation Monitoring
- Licensing

Post holders will be expected to be flexible as they may be required to work on different functions from time to time.

To apply the full range of professional knowledge and skills associated with environmental health practice throughout the team

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## **Control of Resources:**

- Safety equipment
  - Sampling equipment
  - Measuring equipment
  - Photographic and video equipment
  - Audio - visual equipment
  - Mobile phone
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## **Main duties and responsibilities (where relevant to the team in which the post holder is based):**

1. To identify and investigate complaints as they relate to environmental health and food safety issues under legislation including the Environmental Protection Act, the Health and Safety at Work Act, Public Health Acts, Building Act, Food Safety Act and other appropriate legislation within the remit of the Environmental Health Services in accordance with legislation, guidance, National Standards and Council policy.
2. To carry out inspections in commercial and industrial premises to enforce statutory obligations under the range of environmental health legislation, regulation and guidance.
3. To assist in the implementation of the Council's approved strategies and policies. This will include liaison with other regulatory authorities, the inspection and investigation of individual sites and properties as appropriate to determine their condition, and initiation of action to secure suitable outcomes.
4. To assist the Environmental Health Officers and Environmental Health Manager in the investigation and control of communicable diseases in the Borough.
5. Make recommendations as to the service of Statutory Notices, and where appropriate recommend prosecution, prepare and give evidence in Court.
6. To deal with owners/managers of commercial premises and their appointed Consultants to minimize public health risks and eradicate nuisance.
7. To assist in the licensing and registration functions in respect of commercial and industrial premises
8. To produce reports, maintain records, both manual and computerised and statistics of the work of the Section.
9. To order relevant materials, goods and equipment on behalf of the Environmental Health Manager to ensure that adequate stock levels of materials are maintained.
10. To carry out appropriate sampling of environmental media and to advise or enforce as appropriate.
11. To assist in the granting of relevant licences.
12. To assist in the planning and implementation and participate in any environmental projects undertaken within the Environmental Health service.
13. To assist in educational programmes for Staff, Council Members, Landlords/agents and Members of the Public on relevant environmental and housing issues.
14. To maintain a knowledge of legislation and practices on environmental and housing issues
15. To undertake some work outside the normal working day will be appropriate to the post in order to carry out relevant investigations.
16. To be aware of your responsibilities under equalities legislation together with the objectives and targets required in the Equalities Action Plan.

17. To represent the Council at relevant meetings as may be required
18. To behave in an appropriate and professional manner when undertaking Council duties.
19. To act in accordance with Council policies and procedures at all times.
20. To work with due regard to Health and Safety to meet statutory requirements.
21. Undertake appropriate training to fulfill responsibilities effectively.
22. To undertake such other duties as may be required commensurate with the grading of the post.

Selection Criteria	Essential Or Desirable	Assessment Method
<b>Knowledge, skills, abilities and experience</b>		
1. A Certificate in Environmental Health studies, a BTec, HND or HNC in Environmental Health Studies or relevant Science Based Qualification awarded by the Technical Education Council or Ordinary Certificate in food premises inspection.	Essential	Application Certification
2. Detailed knowledge and understanding of a broad range of environmental health legislation, good practice and issues relevant to the post.	Essential	Application Interview
3. Experience in inspecting a commercial and industrial premises in accordance with environmental health legislation and where appropriate taking action under Environmental Health legislation.	Essential	Application Interview
4. Good working knowledge of relevant IT systems such as Microsoft , Flare, Idox and GIS applications.	Desirable	Application Interview
5. High level of negotiation and interpersonal skills in dealing with clients, management of private sector organisations, consultants, team members and officers at all levels outside the service area.	Essential	Application Interview
6. High level of written communications skills to maintain accurate records.	Essential	Application Interview
7. Ability to manage and prioritise a heavy and fluctuating workload and to contribute to the achievement of service and corporate targets and goals.	Essential	Application Interview
<b>Special Requirements</b>		
8. A commitment to equal opportunities.	Essential	Application Interview
9. Willingness to work occasional evenings and weekends.	Essential	Application Interview
10. A current driving licence.	Essential	Application Interview
<b>As the post involves driving a vehicle, the post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.</b>		