



Role Profile

Student Placement - Environmental Health

Reference No.	A5045	Type	Individual
Service	Protective Services		
Job Family	Para Professional 1	Grade	FC3

Purpose

To enable the post holder to experience all aspects of Environmental Health with a view to them joining an accredited Environmental Health degree course and training to become an Environmental Health Officer.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

As the postholder progresses through their placement they will be required to deal with customer enquiries by phone, email and face to face and other suitable communication methods.

This may include giving regulatory advice to members of the public and businesses. Resolving and documenting requests for services and complaints as required and ensuring relevant databases are maintained. This may also require providing feedback to customers.

The postholder will be required to carry out the functions of the duty officer 3-4 times a month. The postholder will be required to answer the duty phone and duty emails and give advice out to a variety of customers. The post holder will also be required to take messages for officers.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

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The applicant must possess one of the following qualifications to allow them to progress to the Degree course, either:

- **Scottish Highers:** BCC (69 UCAS Tariff points) including Biology
- **Scottish Wider Access Programme:** Access to Medicine **or** Access to Science **or** Access to Biological & Chemical Science **or** Access to Chemistry & Biology **or** Access to Health &

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>The post holder will log complaints on the Uniform system and be able to retrieve recorded complaints for information.</p> <p>The postholder will maintain files within the SharePoint system.</p> <p>The postholder will assist the technicians in responding to information requests by locating data and organising it for distribution.</p> <p>The post holder will be required to assist officers on inspections, meetings and other visits and take notes where necessary.</p> <p>The post holder will be expected to make their way to locations within and outwith Fife.</p> <p>The post holder will support sampling and monitoring activities across the Service, including administration and the physical sampling (e.g. food, air quality, contaminated land, noise etc...)</p> <p>The post holder will carry out activities to support the alternative enforcement strategies for food law and health and safety.</p> <p>Liaising with other teams, Services and external agencies when required for training programme and/or Environmental Health activities.</p>	<p>Biological Science or Access to Dietetics or Access to Health & Life Sciences or Access to Radiography, all must contain Grades BBB or</p> <ul style="list-style-type: none"> • SQA HNC / BTEC Level 4 <p>HNC: Science subject</p> <p>Ability to communicate well at all levels and in every medium.</p> <p>Willing to work varying hours to accommodate workload.</p> <p>High degree of integrity</p> <p>Discreet</p> <p>Enthusiastic</p> <p>Ability to integrate well into team working</p> <p>IT skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Customer Service skills Communication skills Positive work ethic and attitude High Degree of integrity Enthusiastic Ability to integrate well into team working Evidence of job related practical experience Team working skills	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

<p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>	<p>Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility</p>	<p>E</p>	<p>D</p>
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Job Title (Specialists Tasks)

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

<p>Additional Information – the following information is available:</p>	<p>Expected Behaviours</p>
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- Skills Framework (if applicable)
- **How** we work matters

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.