



Role Profile

Technical Officer			
Reference No.	F594	Type	Individual
Service	Protective Services		
Job Family	Professional 1	Grade	FC7

Purpose
<p>To enforce Environmental Health law and assist the Service Manager and Lead Officers in the discharge of Environmental Health functions.</p> <p>To provide advice and assistance to the public, elected members, businesses, other Council Services and external organisations.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
To undertake visits/inspections both proactively and reactively to ensure the necessary enforcement of Environmental Health legislation.
To action and resolve complaints and requests for service in accordance with Service policies and procedures. To provide advice, information and support to a wide range of organisations including businesses and members of the public on all aspects of Environmental Health.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Knowledge of Environmental Health work and it's legislation	✓	
Problem solving and organisational skills.	✓	

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To carry out a range of administrative duties including the preparation of statistics and the keeping of records.	Experience in dealing with Environmental Health issues	✓	
To serve statutory notices within the relevant legislation associated with the team's functions and duties.	Experience of dealing with customers	✓	
To attend meetings with internal/external partners	High National Diploma (HND) in a relevant subject or equivalent	✓	
To initiate proceedings and prepare reports to the Procurator Fiscal.	Experience of meeting inspection and other related targets and deadlines.	✓	
Preparation of committee reports, guidance documents and procedures.	Experience in the use of email, word processing, spreadsheets, presentation, electronic filing and other information technology systems.	✓	
To work outwith normal office hours according to the exigencies of the team.	Experience of formal investigational and prosecution work		✓
To remain up to date with all relevant legislation, guidance, codes of practice, etc., relating to the team responsibilities	Experience in the writing and presentation of reports, guidance documents and procedures		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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

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Job Title (Specialists Tasks)			
To assist in the Animal Health and Welfare function of the team	Experience of handling farm, domestic or zoo animals		<input checked="" type="checkbox"/>

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.			
Additional Information – the following information is available:	Expected Behaviours		
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		