



Role Profile

Environmental Health Technician (Food & Workplace Safety)

Reference No.	A4699	Type	Individual
Service	Protective Services		
Job Family	Technical 6	Grade	FC6

Purpose

To undertake a range of Environmental Health activities to support the proactive intervention programmes and reactive response remit of the Team including in relation to Food Safety and Health & Safety.

This will involve carrying out interventions, investigations, provision of consumer and business advice and supporting the Team's wider activities, including liaising with other Teams, Services and Partner Agencies when appropriate.

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

Undertaking a range of Environmental Health activities to support the Team's intervention programmes and deal with customer enquiries by phone, email and face to face and other suitable communication methods. This includes giving advice to businesses and members of

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

E **D**

Educated to SCQF Level 7, which includes a HNC or Advanced Highers or equivalent where possible in an Environmental Health subject.

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<p>the public and resolving complaints and documenting requests for service's as required.</p>	<p>Environmental Health related qualification such as a REHIS Community Training qualification in Food Hygiene, Health & Safety, HACCP or Training Delivery.</p> <p>Experience of working in the field of Environmental Health; Including Food and Workplace Safety</p> <p>Customer Service skills</p> <p>Knowledge of the regulatory framework as it relates to Environmental Health</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p></p>
<p>Undertaking activities that support the Team's various intervention programmes including those that relate to Food Safety and Health & Safety at work. This includes undertaking interventions in a range of premises covered by the Team's alternative enforcement strategy and, as required to act as a witnessing officer for authorised officers in the Team where enforcement action has been deemed appropriate. This may result in the need to provide a detailed witness statement, support the preparation of a report to the procurator fiscal and appear as a witness in any resultant court proceedings.</p>	<p>Knowledge of Food Safety Matters and/or Health & Safety at Work matters</p> <p>Practical experience of Food Safety and or Health & Safety at Work</p> <p>Experience of report writing</p>	<p>✓</p> <p></p> <p>✓</p>	<p></p> <p>✓</p> <p></p>
<p>Developing, monitoring and maintaining the food sampling programme and the associated records and inputs. Take samples from a full range of premises to support the Team's food sampling programme.</p>	<p>Organisational skills</p> <p>Experience of using initiative to support team goals</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>

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Assisting the Team's Shellfish harvesting activities including supporting the follow up of adverse sample results, and issuing and monitoring returns of Shellfish registration documents.	Experience of carrying out tasks requiring attention to detail	✓	
Providing detailed support to businesses on Environmental Health matters such as Food Safety Management Systems/HACCP, and Health & Safety risk assessments. This includes providing initial advice and screening of new businesses.	Coaching skills Presentation skills	✓ ✓	
Providing training to businesses and community groups on Environmental Health matters.	Experience in delivering training (face to face and/or virtually)		✓
Ensuring that correspondence is issued, and database records are completed and updated timeously.	Time management skills	✓	
Visiting businesses, households or any other locations to undertake interventions and check to ensure compliance with legislative requirements. This will include both physical and visual checks backed up by other recording means if required i.e. camera, laptop, hand held data capture unit. The role will include completing any records required to record or progress any required actions.	Hold a valid UK Driving License Knowledge of relevant Environmental Health Legislation Experience of operating equipment	✓ ✓	 ✓
Assisting in the maintenance, review and development of policies and procedures under the appropriate Environmental Health legislation. This can include: the development and creation of information, documentation and standard templates for colleagues, business and members of the public, and assisting in the development of practices and procedures to deal with legislative requirements.	Literacy skills Experience in undertaking regulatory activities Experience in using IT solutions such as Microsoft Office applications	✓ ✓	 ✓

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Participating in multi-service and/or agency projects and assisting the Line Manager in preparing and circulating various publicity materials in relation to relevant legislation, both current and pending.	Communication skills	✓	
Implementing changes to procedures as required by Line Manager and keeping abreast of changes to legislation which will impact on intervention activities and responsibilities. Participating in training events and attending conferences, workshops, and self-study to maintain skillset.	Team working skills	✓	
	Experience of change management	✓	
Supporting the Environmental Health and wider Protective Services intervention and regulatory activities including those relating to Food & Workplace Safety by undertaking interventions to support alternative enforcement strategy. Including but not limited to Food Safety, Health and Safety and their alternative intervention programmes; EU departure activities; licencing and Public Health incident response.	Regulatory knowledge in relation to wider Protective Services activities		✓
Supporting the Team's response to Freedom of Information Requests, Environmental Information Requests and Subject Access Requests	Experience of managing a varied workload	✓	
	Experience of responding to requests within a legislative deadline	✓	
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)			

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:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

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.