



Role Profile

Public Health Compliance Officer

Reference No.	A4673	Type	Individual
Service	Protective Services		
Job Family	Para Professional 4	Grade	FC6

Purpose

To provide advice to businesses on compliance with specific regulations covering requirements in relation to Health Protection measurement against the transmission of the Coronavirus, and provide feedback, reports and recommendations for further action to line managers. Assist officers across Protective Services in their duties under the specific regulations.

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

Carry out inspections of business premises to assess compliance with the Covid Regulations and related statutory and other guidance. Provide written feedback where required and reports to line manager outlining issues and recommendations for further action.

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

Educated to SCQF level 6 which includes an HNC or equivalent

Experience of advising on legislation & applying standards/guidance and/or working within regulatory services

Ability to travel throughout Fife
Full driving licence

E	D
✓	
✓	
✓	

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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
Assist officers carrying out enforcement work under the Powers Regulations, including serving Directions and Prohibition Notices.	Investigation skills Problem solving skills (Take Ownership – see ‘How We Work Matters Framework’) Interpersonal skills Team working skills (Work together) Time management skills	✓ ✓ ✓ ✓ ✓	
Assess and respond to complaints from the public and businesses relating to Covid Regulations compliance issues, referring these to line manager for investigation and enforcement work, where required.	Providing advice to the public Written and verbal communication skills Customer service skills (Focus on Customers)	✓ ✓ ✓	
Provide advice to businesses on their legal requirements in relation complying with the Covid Regulations and related statutory and other guidance.	Conflict handling skills Investigation skills	✓ ✓	
Engage with colleagues in other council services who must have regard of the requirements of the Covid Regulations, providing guidance as required.	Knowledge of data protection requirements and maintaining confidentiality when carrying out duties	✓	
Participate in working and expert groups, to promote consistency of understanding, interpretation of application of Covid Regulation and guidance.	Presentation skills	✓	
Assist Environmental Health and Trading Standards colleagues with other enforcement duties, including those associated with EU departure such as food export health certification, market surveillance around product safety, etc.	Research skills Tact, diplomacy and assertiveness skills	✓ ✓	
Keep the Service records up to date in respect of work carried out.	Use of IT and packages such as Microsoft teams, Office 365, Word and Excel (Embrace Technology & Information)	✓	

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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.

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Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results