



# Role Profile

## Environmental Health Officer

Reference No.	A4510	Type	Individual
Service	Economy, Planning & Employability		
Job Family	Professional 2	Grade	FC8

### Purpose

To enforce the provisions of various statutes in assisting the Service Manager and Lead Officer in the discharge of Environmental Health functions.

The Environmental Health Officer will be working within an Environmental Health team, and will be required to work on their own and with other team members when required, in carrying out the duties and functions of the team. They will also work with and refer to a range of other Council services and partner organisations.

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

Assisting and supporting the Service Manager and Lead Officer in carrying out the functions and duties of the Environmental Health Team. Deputising for the Lead Officer, as and when required.

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

Educated to SCQF level 9, which includes a BSC (Hons) or MSC in Environmental Health and a Diploma in Environmental Health from The Royal Environmental Health Institute of Scotland (REHIS) or equivalent

Other relevant Environmental Health related professional qualifications e.g. Advanced HACCP, Lead Auditors, Certificate of Competence in Environmental Noise Measurement etc

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	Chartered Member of REHIS or equivalent		✓
Liaising closely with and sharing information with elected representatives, partner agencies and other services as and when required. Including representing Fife Council at appropriate forums.	Communication skills (Focus on Customers - See 'How We Work Matters' Framework)  Awareness of partnership working  Experience of partnership working	✓  ✓	✓
Providing advice, information and support to a wide range of organisations including businesses and members of the public on all aspects of Environmental Health.	Experience of dealing with a wide range of Environmental Health issues (Deliver results)	✓	
Undertaking visits and/or inspections proactively and reactively to ensure the necessary enforcement of Environmental Health legislation.	Knowledge and understanding of Environmental Health legislation and related codes of practice and guidance (Take ownership)	✓	
Carrying out detailed inspections, audits, and investigations. Including carrying out any necessary research. Determining whether breaches of relevant legislation has occurred.	Ability to provide a regular and effective service	✓	
Undertaking the most appropriate proportionate action to ensure compliance. This includes making decisions on: time limits for completion of work; and on form of action to be taken, i.e. letter, formal warning, service of notice, and report to Procurator Fiscal.	Capable of analysing and reporting data relevant to the various statutes and requirements of the team	✓	
Serving statutory notices and/or initiate proceedings and prepare reports to the Procurator Fiscal, within the relevant legislation associated with the team's functions and duties.	Knowledge of Enforcement Procedures relating to Environmental Health issues  Experience of formal investigation and prosecution work  Knowledge and experience of preparing reports for Procurator Fiscal's Service	✓	✓  ✓
Ensuring awareness and compliance with the Health & Safety at Work Act.	Understanding of Health and Safety at Work	✓	

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Utilising a range of Information Technology systems and equipment.	Knowledge, understanding and experience in the use of computer database systems (Embrace technology and information)  Experience in the use of email and word processing systems  Awareness of Data Protection legislation	✓  ✓  ✓	
Preparing and writing complex reports for the service manager, committees, licensing board, liaison groups, etc.	Report writing skills	✓	
Preparing and undertaking talks and lectures to internal and external audiences.	Presentation skills  Experience of delivering training and presenting to groups	✓  ✓	✓
Supervising and training student EHOs and other trainees.	Supervisory skills		✓
Effective management of own workload with minimum of supervision and ability to meet inspection and other related targets.	Team working skills (Work together)  Organisational skills  Problem solving skills  Ability to travel throughout Fife within a limited timescale	✓  ✓  ✓  ✓	
Taking responsibility for personal development and Continuous Professional Development e.g. keeping up to date with legislative changes.	Awareness of Performance Management and Quality Systems		✓
Playing an active part in continuous improvement of the service provided.			
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:

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## 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 – 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