



# Role Profile

## TRAINEE ENVIRONMENTAL HEALTH OFFICER

Reference No.	A4510	Type	Individual
Service	Protective Services		
Job Family	Para Professional 2	Grade	FC4

### Purpose

To enable the post holder to undertake training in the practical aspects of Environmental Health sufficient to enable progression towards taking the professional exams for the Royal Environmental Health Institute of Scotland Diploma in Environmental Health.

A traineeship is a work-based training programme that leads to an industry approved qualification.

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

Undertake the tasks and activities required to complete the REHIS Scheme of Professional Practice, along with assisting staff in practical environmental health duties which may include accompanying Authorised Officers and acting as a witness, on occasion this may require some out of hours work.

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

Studying towards, or in possession of, a M.Sc. or B.Sc. (Hons.) Environmental Health from a University course accredited by REHIS

Other Environmental Health related qualifications

Ability to communicate well at all levels and in every medium

Ability to travel throughout Fife

Evidence of job-related practical experience

Willing to work varying hours to accommodate workload

**E**   **D**

✓	
	✓
✓	
✓	
	✓
✓	

E = Essential Criteria   D = Desirable Criteria

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	High degree of integrity  Discreet  Enthusiastic  Ability to integrate well into team working  Ability to provide a regular and effective service	✓  ✓  ✓  ✓  ✓	
Work based training in the practical aspects of Environmental Health leading to completion of portfolio and professional examinations.	Initiative  Ability to write concise yet comprehensive reports  Presentation skills	✓  ✓  ✓	
As the Postholder progresses through their training programme 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 the issuing of reports to businesses and providing feedback to customers.	IT skills  Customer Service skills  Communication skills  Regulatory knowledge  Positive work ethic and attitude	✓  ✓  ✓  ✓  ✓	✓
Liaising with other Teams, Services and External Agencies when required for training programme and/or Environmental Health activities.	Team Working skills  Experience of Partnership Working	✓	✓
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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## 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.

<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<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>