Job Description

Date        July 2009
Post Title  Student Environmental Health Officer
Post No.    PE041
Grade       No salary; work-related travel expenses only
Section     Environmental Health
Service Area Public Protection and Environmental Services
Service Grouping Environment and the Economy
Responsible To Environmental Health Manager

Job Purpose

Under the supervision of a Principal Environmental Health Officer to assist in carrying out duties in respect of the enforcement of relevant legislation, regulations and codes of practice, and in accordance with Council policies and practices, in respect of commercial premises, land or other premises in the city, so as to provide an efficient and effective service.

Key Results Areas

1. To assist in undertaking programmed and routine inspections of premises, in accordance with relevant legislation, regulations and written policies and procedures where appropriate, so as to ensure their compliance with relevant statutes.

2. To assist in determining applications and carrying out programmed and routine inspections of premises subject to licences, authorisations/permits or registrations issued by the Service Area including air pollution, waste, noise or other relevant statute.

3. To investigate and carry out follow up procedures regarding complaints in respect of any aspect of the work of the section, including pollution, noise, waste, statutory nuisance, water, or any other relevant matter.

4. To assist in preparing letters, notices and schedules of work as necessary, in accordance with the Council Enforcement Policy and PACE; to assist in the investigation of offences and prepare statements and case files for prosecutions and attend a Court of Law to give evidence when necessary.

5. To carry out monitoring and sampling, as and when required, in respect of air, water, soil or other matters as appropriate.

6. Generally to carry out all appropriate administrative functions, respond to all matters and maintain proper records in accordance with Service Area policies to include use of information technology within the Service Area.

7. To undertake surveys as and when required, in respect of water, noise and other pollution relevant matters.

8. To attend meetings of Council committees, working parties, project groups, outside bodies or any other similar group as and when required.

9. To assist in training, the promotion of health education or other health initiatives as and when required and to assist in student and work placement training.
10. To take reasonable care of own and others safety; to co-operate with managers/ supervisors in complying with statutory health & safety duties; to report incidents, accidents, faults etc.

**Qualifications and Experience**

Studying for a Diploma in Environmental Health or Degree in Environmental Health

Student Membership of the Chartered Institute of Environmental Health

**Supervisory Responsibilities**

None

**Supervision Received**

Responsible to the Environmental Health Manager. The post holder will receive day-to-day advice and guidance from Principal EHOs and EHOs within the various teams of Environmental Health.

**Principal Contacts**

All members of the Service Area
Other Officers of the Council
Members of the Council
Members of the public

**Special Conditions**

From time to time, variations in terms and condition of employment will result from negotiations and collective agreements within the recognised trade unions.

**Working hours**

The post holder will be occasionally required to work outside normal office hours, including evenings and weekends, for which the equivalent time off in lieu will be given.

**Positive image while on duty**

As the role will mean representing the Council on official business, there is a requirement for the post holder to present a positive image of the Council and maintain a smart appearance when on duty.

**Transfer between teams**

The post holder will be required to work within other Environmental Health teams from time to time, as instructed by the Environmental Health Manager.

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This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
**Job Requirement**

**Date**
July 2009

**Post Title**
Student Environmental Health Officer

**Service Area**
Public Protection and Environmental Services

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential or Desirable</th>
<th>How Tested (S) used at Shortlisting</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications/Knowledge</strong></td>
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<tr>
<td>1.1 Studying for a CIEH accredited BSC or MSc Environmental Health</td>
<td>E</td>
<td>Application Form (S)</td>
</tr>
<tr>
<td>1.2 Student Member of CIEH</td>
<td>D</td>
<td>Application Form (S)</td>
</tr>
<tr>
<td>1.3 Demonstrate a sound knowledge of environmental health work</td>
<td>E</td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>1.4 Knowledge of computer use and office-based software packages (email, word-processing, spreadsheets etc.)</td>
<td>E</td>
<td>Application Form/Interview</td>
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| **Experience**                                                             |                        |                                      |
| 2.1 Demonstrate practical study-based experience of enforcement of Environmental Health legislation including public health and pollution control | D                      | Application Form (S)/Interview       |
| 2.2 Experience in using computers and office-based software packages (email, word-processing, spreadsheets etc.) | E                      | Application Form (S)/Interview       |

| **Aptitudes and Skills**                                                   |                        |                                      |
| 3.1 Good communicator (oral & written)                                    | E                      | Application Form/Interview            |
| 3.2 Ability to set prioties                                               | E                      | Interview                            |

| **Personal Attributes**                                                    |                        |                                      |
| 4.1 An understanding of, and the ability to provide, best practice in customer care | E                      | Interview                            |
| 4.2 Ability to work as part of a team                                      | E                      | Interview                            |
| 4.3 Demonstrate commitment to improvement of your own performance through further training and development | E                      | Interview                            |
4.4 Confident manner; articulate and persuasive  
4.5 Pleasant manner; able to project a positive image  
4.6 Able to achieve results through negotiation  
4.7 Mature attitude and persona; able to deal with infringements of legislation with firmness and tact  

Circumstances

5.1 Willingness to work outside normal working hours  
5.2 Hold a full, current, UK driving licence  
5.3 Able to undertake site visits within the city boundary  
5.4 Willingness to assist colleagues when necessary  

Equal Opportunities

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council  

Interview

Application Form