

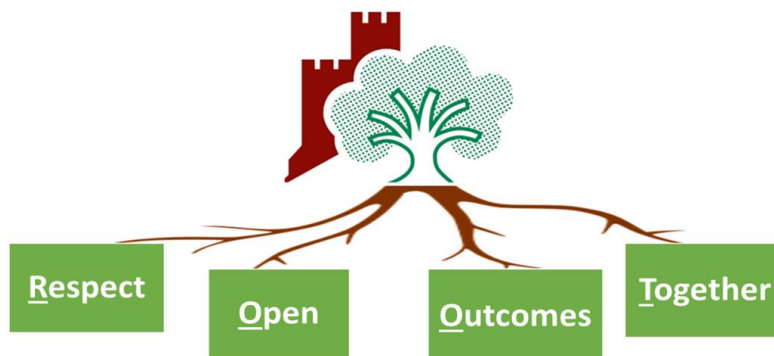
## **JOB DESCRIPTION**



<b>DIRECTORATE</b>	Governance and Community Services
<b>SERVICE</b>	Environmental Services and Licensing
<b>POST NUMBER</b>	TBC
<b>JOB TITLE</b>	Senior Environmental Health Officer - Food & Safety
<b>SALARY</b>	Local Salary Scale PO1 (dependant on qualification).
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	Environmental Health Manager
<b>RESPONSIBLE FOR</b>	To advise the Head of Service and the Environmental Health Manager on professional environmental health and licensing matters. To support student and colleague development as appropriate. May be assigned to manage business support staff or pest control officers within the team.
<b>LOCATION</b>	Although the post is normally based at Bexhill or Hailsham the post holder may be required to work elsewhere in Rother or Wealden either temporarily or permanently. Attendance in the office two days a week is expected.
<b>JOB PURPOSE</b>	Inspection and assessment of food premises, workplaces, licensed premises and activities. Respond to service requests, give advice, take enforcement action as appropriate. All completed to service standards and in accordance with Enforcement Policy.
<b>MAIN AREAS OF WORK</b>	
<b>1</b>	To complete allocated food inspections, health and safety interventions, licensing applications to service standards and to met annual targets.
<b>2</b>	To respond to service requests, including investigation of infectious diseases, participation in Safety Advisory Groups, to service standards.
<b>3</b>	To give advice to businesses and consumers, council colleagues, on request and to service standards.
<b>4</b>	To take enforcement action, when appropriate, in accordance with the Council's enforcement policy, delegation scheme and Government advice and relevant legislation.
<b>5</b>	To participate in duty manager rota, to receive and allocate communications and ensure matters are dealt with correctly in accordance with written procedures, statutory guidance and relevant legislation.
<b>6</b>	Attend Cabinet and Committees to advise members.
<b>7</b>	Ensure an adequate service is provided for members of the public in accordance with the service plan.

8	To undertake appeal work as appropriate and defend the Council's actions. To act as and be competent to be an expert witness at Courts and Tribunals.
9	Deputise for the Environmental Health Manager as necessary..
10	When necessary to work outside normal office hours, assist with any emergency or civil contingency and participate in a weekend emergency cover rota (08:30 to 17:00, normally five times a year).
11	Maintain up-to-date awareness of environmental health and licensing legislation, appropriate legal matters and national policies to ensure duties are conducted competently, in accordance and awareness of the appropriate policies and legislation.
20	To co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of staff are set out in the Council's Health and Safety Manual
21	To undertake any other duties for which the post holder is competent which the Head of Service considers necessary for the effective and efficient delivery of the Council's services

### RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

## PERSON SPECIFICATION



<b>Post Title</b>	Senior Environmental Health Officer		
<b>Directorate</b>	Governance and Community Services		
<b>Service</b>	Environmental Services and Licensing		
<b>Grade</b>	Local Salary Scale PO1 (dependant on qualification).		
		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>			
Degree in Environmental Health	X		
Registered with the Environmental Health Registration Board or CIEH as an environmental health practitioner or Chartered Member of the CIEH on appointment			X
<b>Experience</b>			
Work placement with Local Authority	X		
Local authority inspections and enforcement			X
Working in an environment of continuous improvement			X
Presenting at committees and/or evidence in court			X
Working in a political environment			X
<b>Skills and Abilities</b>			
Driving Licence	X		
Ability to plan own work effectively	X		
Ability to communicate effectively (verbal & written)	X		
Evidence of working in partnerships	X		
Strongly motivated to ability to work well under pressure and able to balance priorities	X		
Understanding of local government environment and legislation	X		
Effective in engaging with public, colleagues and stakeholders	X		
<b>Training</b>			
Commitment to achieve EHORB registration	X		
EHORB Registration			X
Personal commitment to CPD	X		
<b>Knowledge</b>			
Working understanding of customer services	X		
Clear knowledge of current environmental health issues and the national policy framework	X		

April 2025

<b>RDC Value</b>	<b>Behaviour</b>	<b>Description</b>
<b>Respect</b>	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
<b><u>O</u>pen</b>	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
<b><u>O</u>utcomes</b>	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
<b><u>T</u>ogether</b>	<b>Communicates</b>	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people