

JOB DESCRIPTION



DIRECTORATE	Governance and Community Services
SERVICE	Environmental Services, Licensing and Community Safety (Rother and Wealden)
POST NUMBER	TBC
POST TITLE	Graduate Environmental Health Officer
POST GRADE	Local Salary LSO to PO1 (dependant on qualifications).
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Environmental Health Manager or Principal Environmental Health Officer (Pollution)
RESPONSIBLE FOR	To advise the Head of Service and Environmental Health Manager on professional environmental health, housing and licensing matters. To supervise any Officers working within the team assigned to. To support student and colleague development.
LOCATION	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. Officers will be expected to work from home and in the office, normally between 08:30 to 17:00, Monday to Friday. Some weekend and evening working is expected.
JOB PURPOSE	To be an authorised Officer and Inspector. Carrying out inspections under the Food Safety Act 1990, Health and Safety at Work etc Act 1974, Housing Acts, Licensing Acts, Pollution Prevention and Control Act 1999 etc. Responding to service requests, giving advice and taking enforcement action in relation to Public Health and Environmental Health Protection legislation.

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)

MAIN AREAS OF WORK	
1	To complete allocated inspections, to service standards and to meet annual targets.
2	To respond to service requests to performance standards. To deal with more complex enforcement cases and negotiations or to directly supervise case officers in such matters.
3	Responding to licensing and planning consultations. Provision of advice to businesses, residents, council colleagues, members, Council partners and stakeholders.
4	To investigate and control notifiable diseases and participate in community safety and public health campaigns and projects, including fuel poverty initiatives and Chairing Safety Advisory Groups.
5	To take enforcement action, as appropriate under legislation authorised under, in accordance with the Council's enforcement policy and delegations, and Government guidance.
6	To participate in the 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.
7	To attend Cabinet and Committees to advise Members.
8	To support and co-operate with managers and colleagues, in carrying out their duties. Deputise for Environmental Health Manager if requested to do so.
9	Ensure an adequate service is provided for members of the public in accordance with the service plans. Authorise other officers to carry out enforcement action. Assist in the recruitment, management and motivation of members of your assigned team. Allocate work within the team, being responsible for performance-monitoring workloads and outcomes. Ensure written procedures are followed. Review, refine and develop written procedures.
10	To undertake appeal work and defend the Council's actions. To act as, and be competent to be, an expert witness.
11	When necessary to work outside normal office hours, assist with any emergency or civil contingency and participate in a weekend and Bank Holiday emergency cover rota for the service (from 08:30 to 17:00, normally five times a year). Participate in the evening district patrol with another colleague, at least four times a year.
12	To co-operate with Managers in the implementation of the Council's Health and Safety policy and associated procedures.
13	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 service.

RDC Value	Behaviour	Description
Respect	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
Open	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
Outcomes	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
Together	Communicates	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

PERSON SPECIFICATION



POST TITLE	Graduate Environmental Health Officer	
SERVICE	Environmental Services, Licensing and Community Safety	
POST GRADE	Local Salary Scale LSO to PO1 (dependant on qualifications).	
	Essential	Desirable
Qualifications		
Accredited Degree in Environmental Health	X	
Registered with the Environmental Health Registration Board as an Environmental Health Practitioner or a Chartered Member of the CIEH	X (PO1 grade)	X (LSO grade)
Diploma in Acoustics and Noise Control (IoA)		X
Completed FSA competency framework		X
HHSRS qualification		X
Experience		
Substantial post-qualification experience (with a specialism)	X (PO1 grade)	X (LSO grade)
Effective Enforcement	X (PO1 grade)	X (LSO grade)
Working with businesses to achieve compliance	X (PO1 grade)	X (LSO grade)
Working directly with the public	X	
Management		X
Working in an environment of continuous improvement		X
Presenting at Committees / Giving evidence in Court		X
Local Authority Inspections and Enforcement		X
Working in a political environment		X
Skills and Abilities		
Ability to communicate effectively (verbal & written)	X	
Evidence of working directly with the public	X	
Evidence of working directly with businesses and stakeholders	X	
Evidence of working collaboratively with colleagues	X	
Ability to plan and carry out own work effectively	X	
Strongly motivated with ability to work well under pressure and balance priorities	X	
Evidence of working in partnerships	X	
Understanding of local government environment and legislation	X	
UK Driving Licence	X	
Ability to plan effectively across a wide range of service activities	X	
Understanding of performance management	X	
Training		
Personal commitment to achieving continued professional development (supported by evidence)	X	
Management		X
Knowledge		
Working understanding of customer services	X	
Clear knowledge of current environmental health issues and the national policy framework		X

October 2025