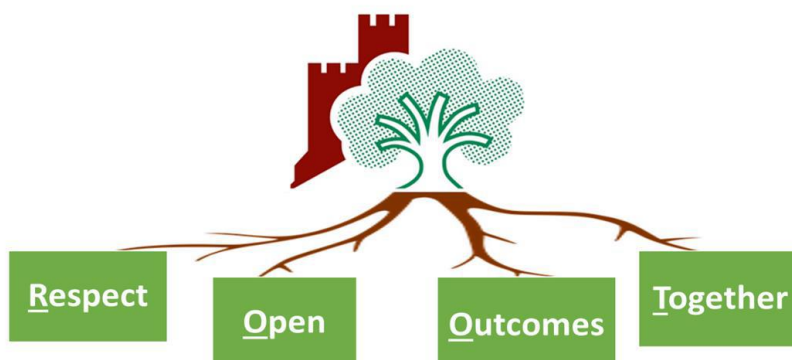


JOB DESCRIPTION

SERVICE	Environmental Services, Licensing and Community Safety
POST NUMBER	TBC
POST TITLE	Trainee (Apprentice) Environmental Health Officer (Private Sector Housing)
POST GRADE	Local Salary Scale 4
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Senior Environmental Health Officer
RESPONSIBLE FOR	No supervisory responsibility
JOB PURPOSE	To deliver an efficient, effective and economic environmental health service, including community safety, food safety, health and safety, licensing, private sector housing and pollution control to protect public health and safety. In accordance with the Council's policies, written procedures, practices and legislation.



- **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 the training and study required to complete the apprenticeship program to be an environmental health practitioner within five years, commencing in September https://www.instituteforapprenticeships.org/apprenticeship-standards/environmental-health-practitioner-degree/
1	To work within one or more areas of the environmental health service: community protection, food safety, health and safety, licensing, private sector housing and pollution control to protect public health and safety. Initially undertaking Business Support and shadowing qualified officers.
2	To undertake own caseload in accordance with the Council's enforcement policies, current legislation and guidance. Undertake programmed inspections monitoring and sampling programmes.
3	To provide advice to new and existing businesses and landlords on how to comply with legislation. Provide advice to residents and visitors.
4	To carry out the inspection of dwellings, using the HHSRS, including the use of a Housing App, produce written reports and prepare statutory notices. To enforce housing legislation, including checking the PRS for compliance, preparing civil penalty notices.
5	To assist in carrying out statutory tenancy investigations under the Renters Rights Act 2025 and Protection of Eviction Act 1977.
6	Prepare reports, statements of evidence and correspondence and maintain all records, whether manual or computerised, according to legislation and office procedures.
7	To attend meetings of other bodies or organisations, Court hearings, inquiries and tribunals.
8	When necessary to work outside normal office hours, participate in the summer noise patrol (4 or more times), assist with any emergency or civil contingency and participate in an out of office hours emergency cover rota.
9	When required and as part of flexible working – to work within other Services in support of the Council's overall objectives and projects.
10	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual.
11	To comply with GDPR and take all reasonable steps to prevent a data breach.
12	To undertake any other duties for which the post holder is competent and 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	Trainee (Apprentice) Environmental Health Officer	
SERVICE	Environmental Services, Licensing and Community Safety	
POST GRADE	Local Salary Scale 4	
	Essential	Desirable
Qualifications		
Confirmation from an accredited University that A levels or equivalent qualifications meet the entry requirements of the University providing the academic study for the apprenticeship	X	
Experience		
Experience of working with vulnerable persons or participating with community or sports groups	X	
Giving presentations	X	
Working in a team	X	
Relevant experience in criminal investigations, community protection, fire safety, health and safety housing inspections or pollution control		X
Working in a customer focussed business or activity		X
Skills and Abilities		
Excellent verbal and written communication	X	
Team working-contributing, assisting and motivating others	X	
Committed to public service and the protection of public health and safety	X	
Strongly motivated with ability to work well under pressure and balance priorities	X	
Effective in engaging with the public and stakeholders	X	
Work on own initiative, self-reliant, able to work alone	X	
Hold current full UK driving licence and have access to a vehicle which can be used for business purposes within three months of appointment	X	
Training		
Personal commitment to achieving related academic study	X	
Undertake corporate training for personal and professional development		X
Knowledge		
Understanding of Local Government environment and legislation		X
Understanding of customer / public service	X	
Understanding of the principles of equality that protects the rights of individuals and the public from unfair treatment	X	
Clear knowledge of current environmental health and licensing issues and the national policy framework		X

May 2026