



**Regeneration & Community Services  
Public Protection Service – Environmental Health**

<b>Post Title</b>	Specialist Environmental Health Officer (Health and Safety) - Commercial		
<b>Post Number</b>	BG00754	<b>Grade</b>	9
<b>Base</b>	Agile Worker	<b>Hours</b>	37
<b>Car User Allowance</b>	Approved Casual	<b>Disclosure</b>	None
<b>Contact</b>	Lisa Griffin	<b>Updated</b>	18/07/2024
<b>Politically restricted</b>	<input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes *</b>		

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

**Principal Job Purpose**

Responsible to: Team Manager Commercial Services

Responsible for: Undertaking proactive and reactive interventions and investigations for health safety communicable disease and, food safety, responding to service requests and other notifications relevant to the work of the team and to take appropriate enforcement action where necessary to protect and improve public health. To undertake said duties in accordance with any relevant statutory requirements, codes of practice or other operational guidance / policies that may be applicable.

**Principal Accountabilities**

1. To undertake interventions and investigations and to enforce the relevant statutory provisions applicable to the work of the team.
2. To investigate and provide an appropriate response to service requests regarding those matters that fall to the team for enforcement.
3. To investigate reports of communicable or notifiable diseases received by the team and provide an appropriate response to minimise the spread of infection within the community and prevent its reoccurrence.

4. To maintain accurate and comprehensive records in relation to all interventions, investigations, enforcement action or any other actions undertaken as part of the role and to ensure that all records are updated in a timely fashion and without unreasonable delay.
5. To prepare evidence for legal proceedings for non-compliance with relevant legislation, to instigate legal proceedings where appropriate and present that evidence in court.
6. To facilitate and provide formal and informal training, where required, in occupational Health & Safety, Food Safety, Communicable Disease and to raise standards and ensure compliance with relevant legislation.
7. To co-ordinate, supervise or liaise with technical and other staff as appropriate to the duties of the team.
8. To liaise and work in partnership where required with other Departments, outside Agencies, other local authorities and working groups of the Society of Directors of Public Protection Wales and / or Welsh Heads of Environmental Health to provide an exchange of information, expertise, and to ensure common standards of enforcement to deliver effective services.
9. To examine appropriate planning, licensing or other applications relevant to the team and to process or respond to these applications in accordance with any statutory requirements, operational guidance or relevant codes of practice, or as directed by the team manager.
10. To effectively contribute to the delivery of the Health and Safety Work Plan, Food Law Service Deliver Plan and the Public Protection Service's Business Plan and any other Strategic objectives/plans of the Council relevant to the role under the direction of the team manager.
11. To act as lead officer for health and safety, food safety or communicable disease when directed by management.
12. To assist in the gathering and verification of data relating to the work of the team that is required for the completion of formal performance returns, as directed by the team manager.
13. To assist in the preparation of and provide responses to freedom of information requests, environmental information requests and subject access requests in line with corporate policies and procedures and as directed by the team manager.
14. To participate in the emergency standby arrangements for the Public Protection Service.
15. To undertake any other relevant duties commensurate with the role which may from time to time be required by management, or as a mutually agreed development opportunity.
16. The post holder may be required to work in other Teams of the Public Protection Service when requested by management.
17. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
18. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

19. To adhere to all Corporate Policies or Procedures that are relevant to the role.

## Person Specification – Non Managerial

### 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
BSc in Environmental Health or equivalent qualification recognised by the Chartered Institute of Environmental Health.	<b>Essential</b>	X			
The Post Holder must also possess a certificate of registration issued by the Environmental health Officers Registration Board or equivalent.	<b>Essential</b>	X			
HACCP training.	Desirable	X	X		
Lead assessor training.	Desirable	X	X		
Food Hygiene Rating Scheme Consistency Training.	Desirable	X	X		
<b>Other experience</b>					
Proven post degree experience in undertaking reactive interventions for Health and Safety.	<b>Essential</b>	X	X		
Experience in developing proactive interventions within specific sectors to effect change	Desirable	X	X		
Experience of undertaking a lead officer role for Health and Safety.	Desirable	X	X		
Experience of undertaking infectious disease related investigations and interventions	Desirable	X	X		
Experience in undertaking proactive and reactive interventions and investigations for food hygiene Food Safety at a level which would satisfy the requirements of the current Food Law Code of Practice (Wales) and which would allow thus them to undertake the full range of official controls detailed.	Desirable	X	X		
<b>Knowledge/Skills</b>					
Detailed knowledge of environmental health related legislation relevant to the area of work of the team and an understanding of legal processes associated with enforcement functions and service of statutory notices.	<b>Essential</b>	X	X		
Evidence of continual professional development /training in topics relevant to the role.	Desirable	X			
<b>Knowledge/Skills (cont)</b>	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
IT literate, particularly in the use of Microsoft Office applications.	<b>Essential</b>	X	X		
Working knowledge of CIVICA APP system.	Desirable	X	X		
Effective and confident written and oral communication skills.	<b>Essential</b>	X	X		

Ability to meet deadlines and work under pressure.	Essential	X	X		
A self-starter with ability to self-motivate and work on own initiative.	Essential	X	X		
Good presentation skills.	Desirable		X		

<b>2. Welsh Language Requirements</b> (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	X			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

<b>3. Special Requirements</b>	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Be available to work outside normal working hours.	Essential	X	X		
The post carries an Basic Car User Allowance and therefore you should possess a full driving licence and have access to a vehicle for work purposes.	Essential	X	X		

#### 4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓