



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

Post Title	Environmental Health Graduate Technician		
Post Number	BGNEW	Grade	7
Base	Agile Worker	Hours	37
Car User Allowance	Approved Casual	Disclosure	None
Contact	Lisa Griffin	Updated	03/09/2024
Politically restricted	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes *	

* 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: Having completed a degree in environmental health work in rotation across different Environmental Health teams, cover of all aspects of environmental health work. This will include food safety; health and safety; communicable disease control; domestic public health; pollution control; private sector housing and licensing; to gain the full breadth of experience necessary complete the CIEH Environmental Health Practitioner Portfolio and Professional Discussion while supporting the delivery of Council's Public Protection Service.

Working under the supervision of qualified environmental health professionals you will develop the necessary skills and competencies to enable progression towards managing your own caseload, while pursuing further professional training and development, to achieve full professional qualification and status.

Principal Accountabilities

1. Under the direction of professional officers, assist in conducting inspections and other visits, sampling activities and investigations.

2. Investigate complaints and respond to wider service requests, discussing findings and agreeing follow-up actions with qualified officers.
3. Provide advice to businesses, and others, on steps required to comply with legal obligations and associated guidance.
4. Plan own workload to ensure the key elements of training and development are covered in accordance of any required timelines and work efficiently to ensure that service expectations are met.
5. Interpret and apply legislation having regard to relevant case law, statutory and other guidance and identify the most appropriate course of action having regard to relevant enforcement policies.
6. Prepare and issue comprehensive and detailed letters and reports, to accurately reflect the requirements of applicable legislation and guidance, under the guidance and supervision of professional officers.
7. Assist officers conducting formal investigations in accordance with required investigatory requirements (PACE, CPIA, RIPA etc.) and practice, securing and ensuring the continuity of evidence, obtaining witness statements, and supporting officers in undertaking interviews under caution and preparing files of evidence for consideration for prosecution (and simple caution). Where prosecutions are agreed to attend court and give evidence as a witness of fact.
8. Maintain clear, factual and relevant records, and update relevant databases, as appropriate, completing these in a timely manner.
9. Work closely with qualified environmental health professionals and others to develop a sound understanding of public protection processes, and the application of environmental health legislation and guidance, policy and practice.
10. Liaise and communicate with an array of individuals internally and externally, including members of the public and businesses and other organisations, advising on the management of risks and on complying with relevant legislation and guidance.
11. Work in conjunction with other regulators, including local authorities, Food Standards Agency (Wales), food examiners and public analysts, and Consultants in Communicable Disease Control/Consultants in Health Protection when appropriate.
12. 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.
13. 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.
14. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
15. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
16. 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.	Essential	X			
Commitment to undertaking related professional study to achieve professional status as Registered Environmental Health Practitioner with the Chartered Institute of Environmental Health.	Essential	X	X		X
Knowledge/Skills					
Commitment to working towards completion of the EHP Portfolio. Graduates seeking to specialise in food law enforcement exclusively, may be given the opportunity of completing the Food Safety Practitioner portfolio pursuant to achieving the professional status as Registered Food Safety Practitioner as an alternative.	Essential	X	X		X
Able to demonstrate an aptitude in investigative techniques and willingness to gain further experience in this area.	Essential		X		X
Evidence of a positive attitude to customer care, including an ability to communicate clearly and deal tactfully with all customers, relaying more technical details in an easily understandable manner.	Essential		X		X
IT literate, particularly in the use of Microsoft Office applications.	Essential	X	X		
Working knowledge of CIVICA APP system.	Desirable	X	X		
Effective and confident written and oral communication skills.	Essential	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		

2. Welsh Language Requirements (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.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Be available to work outside normal working hours.	Essential	X	X		
The post carries a 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
Delivering the service	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
Improvement & Change	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
Providing Excellent Customer Service	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
Team Working	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
Communicating	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				✓