

## Appendix 3

**BROXTOWE BOROUGH COUNCIL****JOB DESCRIPTION**

<b>Directorate:</b>	Chief Executive's
<b>Division:</b>	Public Protection
<b>Post No. &amp; Job Title:</b>	Senior Environmental Health Officer H78
<b>Grade:</b>	Grade tbc
<b>Responsible to:</b>	H69 - Chief Environmental Health Officer
<b>Responsible for:</b>	Posts – H72, H73a, H73b, H77,
<b>Main purpose of the job</b>	To support the Chief Environmental Health Officer by the day to day management of the food and occupational safety team to ensure the effective and efficient use of resources. To carry out a range of Environmental Health duties including completing inspections.

**Main Duties and Responsibilities:**

1. Manage, on a day-to-day basis, all employees of the specialist section that carries out the Directorate's duties and functions in connection with food safety and hygiene, water supplies, occupational health and safety, registration and licensing, health promotion, and infectious disease control.
2. Ensure the efficient and effective use of resources available to the section.
3. Assist in the determination of objectives and operational policy for the section and in the setting of targets and monitoring the progress of work against the agreed targets to ensure targets are met.
4. Advise all relevant employees in the section on all legislation affecting the work of the section.
5. Identify the training needs of all employees in the section and so far as is practicable assist in the fulfilment of those needs.
6. Represent the Directorate and the Borough Council at meetings, both internal and external, including meetings held out of normal office hours.
7. Prepare reports and collate data as required for committees, Government Departments and other bodies.

8. To carry out the Council's responsibilities in relation to food and water safety and hygiene, including:
  - a) To be the Lead Food Officer in accordance with the Food Standards Agency Code of Practice and Practice Guidance,
  - b) Examination and inspection of food and food premises
  - c) Preparation of letters, schedules of work and statutory notices
  - d) Investigation of food and drinking water complaints and taking of samples
  - e) Processing of registration and licensing applications.
9. To carry out the Council's enforcement responsibilities in relation to occupational health and safety, including:
  - a) Inspection of premises, equipment and systems of work
  - b) Preparation of letters, schedules of work and statutory notices.
  - c) Investigation of injuries, diseases and dangerous occurrences in the workplace
10. To organise and supervise the carrying out of works in default and reimbursement.
11. Processing of registration and licensing applications e.g. animal welfare, scrap metal, camping and caravan sites, skin piercing etc.(Not liquor licensing and taxis)
12. To give advice to members of the public, businesses and organisations regarding the above aspects of environmental health.
13. To carry out detailed investigations into infectious diseases and zoonoses notifications.
14. To take an active part in health education and promotion initiatives, and give advice to members of the public, businesses, and organisations regarding all aspects of environmental health.
15. To maintain accurate records, and to prepare written statements of evidence in connection with legal proceedings and make court appearances, as necessary.
16. To liaise and work in partnership with outside agencies, in particular the Health and Safety Executive, Food Standards Agency and Health Protection Agency.
17. To manage training of trainee Environmental Health Officers and other team members
18. To lead or assist officers in respect of food, occupational safety or licensing in specific complex cases.
19. Act as a system administrator for the computerised system in use within the Section.
20. Receive and respond as appropriate to emergency telephone calls out of normal office hours.
21. To carry out any other work within the scope and grading of the post as may be reasonably required by the line manager or Director.

**DESIGNATED CAR USER**

A designated car user status has been attached to this post.

**SPECIAL CONDITIONS**

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

The post holder must be a qualified Environmental Health Officer registered with the Environmental Health Officers' Registration Board.

**RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

**NOTE**

The above job description sets out the main responsibilities of Senior Environmental Health Officer Post H78 but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:	<i>S Hickey</i>		May 2021
Job description agreed by	<i>D.K.Gell</i>		June 2021

Date of issue.....

Additional notes for JE/HR. HEX-2. , H78
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