

Job Description



South
Cambridgeshire
District Council

Department	Location
Environmental Health & Licensing	Cambourne

Job title	Post number
Environmental Health Practitioner	EH.5.25

Grade	SCP range
6	

Responsible to	Responsible for
Operational Manager	N/A

Health Considerations/Risk/Surveillance Required
Tetanus Vaccinations

Description of Duties and Responsibilities

Key Result Areas/Overview

- To be a key member of the Environmental Health & Licensing team assisting the Operational Managers to deliver exceptional customer service and outcomes within a culture of change
- To be responsible for the development of systems and procedures to deliver intelligence led, risk based regulatory and enforcement activities within the field of Environmental Health
- To work as part of a forward-looking team to deliver a range of services including, regulation of licensing, food safety, environmental protection including planning applications or housing

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- To work closely with the Environmental Health & Licencing team members to deliver “more with less” by contributing to the effective management of budgets, joining up of services across South Cambridgeshire District Council and assisting in the development of partnership and commercial opportunities to enhance service performance, customer outcomes and value for money

Key Contacts/Communication Links

Internal - Staff within Environmental Health, Contact Centre, Planning, Building Control, Legal and other Council Departments, Heads of Service, Directors and Assistant Directors, Members and Portfolio Holders

External - Food Business Operators, company representatives; business owners/occupiers and managers; Food Standards Agency; Fire Authority; Environment Agency; Health & Safety Executive; Primary Care Trust and other Health bodies; Governmental and Non-governmental organisations, developers, business owners/occupiers/managers, Solicitors, legal and court representatives, County Council, Public Health England, Parish Councils, and general public.

Key Responsibilities/Specific Duties

- To assist the operational manager in developing a high performing team to deliver exceptional customer service across the assigned regulatory role
- To work closely with team and management of progress key areas regulation of licensing, food safety, environmental protection including planning applications or housing
- To assist in the training of officers to ensure a consistent approach to the enforcement of a wide range of legislation and to develop a performance management culture

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- Meet relevant targets and performance standards, relevant to the assigned duties in order to achieve high standards of service delivery
- To work in an internal and external customer related way that promotes innovation and a “one South Cambridgeshire District Council” approach to customer service delivery. Embed a collaborative, learning approach and flexibility in the use of people and resources to actively develop partnership and commercial opportunities and “new ways of working”
- To comply with the Council Data Protection policies and the General Data Protection Act and other relevant legislation
- South Cambridgeshire District Council’s Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding health and safety issues and report all accidents, incidents and problems as soon as practical to their line manager or other senior member of staff available
- The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post holder. The outline of responsibilities fine may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade

Essential Skills/Experience

- Qualified Environmental Health Practitioner with Environmental Health Registration Board registration (working towards) or equivalent
- Proven post qualification experience in local authority environmental health enforcement
- Proven excellent team working and communication skills
- Experience of producing implementing written procedures and project management

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- Membership of a professional body such as Chartered Institute of Environmental Health or equivalent

General to all job descriptions

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: