

Job Description

Job Title	Graduate Environmental Health Officer - Commercial
Directorate	Neighbourhoods and Housing
Service Area	Licensing and Public Protection
Grade	5
Competency Level	1
Salary	£31,022- £35,412
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A10184

Job Purpose

A 2-year fixed term position gaining experience and contributing to the team through the completion of appropriate duties in relevant work areas and attaining professional competence through the successful completion of the CIEH EHP Portfolio within 24 months



To be registered as an Environmental Health Practitioner on the Professional Register with the Chartered Institute of Environmental Health (CIEH).

Assist and support the commercial team in ensuring commercial businesses within the city are compliant in food hygiene, health and safety, public health, animal welfare.

Directly Responsible For:

Not applicable

Directly Responsible To:

Operations Manager - Commercial Team

Principal Environmental Health Officer - Commercial

Main Areas of Responsibility:

- Assist in the provision of inspection, advice and enforcement duties and investigations, including visits/re-visits for food hygiene, health and safety, public health and animal welfare legislation, including the skin piercing Bylaws, in a wide range of commercial businesses.
- Investigate and assist in food poisoning cases/outbreaks and infectious disease.
- Carry out and assist in accident investigations e.g. RIDDOR notifications
- The role involves direct interaction with patients, individuals who have been injured, their families, and those who are bereaved, requiring sensitivity, compassion, and professionalism in emotionally challenging situations
- Respond to service requests/complaints, including commercial waste and drainage.
- Undertake food, water and environmental sampling

- Prepare inspection reports and warning letters. Draft statutory notices, prosecution case files, witness statements and any other correspondence required for the purpose of the potholders duties, and act in accordance with the Police and Criminal Evidence Act and the City Councils Enforcement Policy, as required
- The role may require attendance at meetings, Magistrates' Court, Crown Court, Coroners Court, tribunals, and various committees, depending on operational needs.
- Support and participate in projects and initiatives
- This role will involve accompanying and assisting other officers.
- Engaging and liaising with a variety of stakeholders including UKHSA, HSE, FSA, Coroners, Police and Public Health.
- The role will involve producing, handling, processing and storing data of a confidential and sensitive nature in accordance with council policies and statutory requirements
- Provide information and assist and support the Operations Manager, Principal Officer and Commercial team as directed.
- Undertake necessary work and duties outside of normal office hours as reasonably required.
- This role involves some lone working.

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The postholder will be required to visit various commercial premises, which may involve a degree of physical activity and working in challenging environments. These may include conditions that are hot, cold, noisy, dusty, unpleasant, or potentially hazardous
- Certain interventions may require the postholder to use access equipment, including working at height, in accordance with safety protocols and training
- Inspections and site visits may involve manual handling and working in awkward postures, requiring physical effort and adherence to health and safety guidelines
- The postholder will be required to wear personal protective equipment (PPE) appropriate to the task and environment, in compliance with health and safety regulations

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Hold an accredited Environmental Health degree (BSc or MSc or equivalent) which includes the practical food identification exam (A)

Desirable

- Member of the Chartered Institute of Environmental Health

Experience

Essential

- Knowledge of routine statutory food hygiene inspections and/or health and safety inspections, including re-visits (A,I)
- Knowledge of public health work (A,I)
- Knowledge of undertaking complaint investigations. (A,I)
- Experience of working as part of a team (A,I)
- Experience of working regularly on your own initiative (A/I)
- A good understanding of food safety and or health and safety and or public health legislation (A,I)

Desirable

- Experience of working in a Local Authority
- Experience in assisting in routine statutory food hygiene inspections and/or health and safety inspections and/or public health work
- Experience in undertaking complaint investigations

Skills/Abilities

Essential

- Able to communicate effectively with a wide range of audiences within the workplace and the professional work area (A,I)
- Ability to prioritise workload and to meet deadlines (A/I)
- Able to manage and de-escalate situations involving conflict, maintaining professionalism (A,I)
- Good time management and organisational skills (A,I)
- Strong analytical and problem-solving skills (A,I)
- Able to use a variety of work equipment relevant to the post (A)
- Well-developed, proficient IT skills including Microsoft Office Word, Outlook, Excel (A)

Desirable

- Presentation skills
- Use of databases

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

