

Job Description

Job Title	Degree Apprentice Environmental Health Officer
Directorate	Neighbourhoods & Housing
Service Area	Licensing & Regulatory Services
Grade	AP5
Competency Level	1
Salary	£24,790
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	None required
Job Evaluation Ref No	N/A – Apprenticeship

Job Purpose

A 48-month fixed-term apprenticeship working in a supportive environment to develop skills and knowledge whilst undertaking the Environmental Health Practitioner (Integrated Degree) Level 6 Apprenticeship qualification

You will spend your time rotating through placements in environmental protection, food safety, health & safety, housing, licensing, planning enforcement and emergency planning to give you an opportunity to work in all of the teams

You will eventually have your own caseload, developing your experiences that will set you up for a successful, demanding and exciting career as an Environmental Health Officer.

Directly Responsible For:

Not applicable

Directly Responsible To:

Operations Manager - Commercial and Principal Environmental Health Officer – Commercial

Main Areas of Responsibility:

- Environmental protection including noise, nuisance, air water and land pollution
- Food safety: auditing, inspection and education
- Health and safety at work: auditing, inspection and education
- Private sector housing including standards: houses in multiple occupation (HMOs), licensing, inspection
- Public health including infectious disease control, smoke free legislation
- Port health: sampling, inspecting and controlling imported foods

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:

- You will be visiting different types of commercial businesses; this will involve some degree of physical activity and you will be required to work in adverse conditions

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- 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 the following 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

- Minimum of 80 UCAS points at A-level (grades C) or an equivalent (e.g. BTEC National Diploma MMP) (A)
- 5 GCSE's grades A* to C/9-4 or equivalent, including Maths and English (A)

Desirable

- A desire to learn and progress by undertaking training to obtain the necessary skills and knowledge for the role. This will include completing the Environmental Health Practitioner (Integrated Degree) Level 6 Apprenticeship qualification

Experience

Essential

- Providing excellent customer service within a busy environment (A,I)
- Experience of working as an effective and supportive team member (A,I)

Desirable

- Experience or background knowledge in environmental work



Skills/Abilities

Essential

- Good communication skills both verbal and written (A,I)
- Good presentation skills (A,I)
- Ability to prioritise workload and to meet deadlines (A,I)
- Good time management and organisational skills (A,I)
- Strong analytical and problem-solving skills (A,I)

Desirable

- Presentation skills

Commitment

Desirable

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