

JOB SUMMARY

Post Title	Regulatory Officer						
Job Family	Service Delivery	Pay Range	10	Line Manager to others?	No	Role profile ref	SD10
Service Area	Regulatory Services						
Line Manager	Duncan MacDonald/Rachel Briscoe (Environmental Health Team Managers)						
Location	County Hall/Sea Street/Agile						

Job Purpose:

To assist in the delivery of Regulatory duties in relation to Environmental Health in particular Food Safety and Standards, Health and Safety, Environmental Protection (including air quality and Contaminated Land) related public health activities, port health and any other functions within the remit of Environmental Health.

This will be commensurate with the designated competencies of the post, and in accordance with the Council and Environmental Health service plan, relevant guidance, policies, and procedures.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities).

Typical duties include:

- To undertake detailed inspections/interventions of premises to determine whether hazards are effectively controlled and legislation is complied with and to offer advice on good practice.
- To revisit premises, as appropriate, to establish whether remedial action has been taken to comply with necessary requirements.
- Investigate requests for assistance, (including notifications, for example accidents and food poisoning) in accordance with the relevant legislation and identify all possible immediate and underlying causes of the incident/complaint.
- To organise and effectively execute sampling programmes.
- To identify matters that warrant formal action and to collect, control and present evidence in a court of law, in support of proceedings taken by the Council.
- To take appropriate enforcement action, preparing comprehensive letters, reports, schedules and legal notices in accordance with relevant enforcement policies and procedures.
- Ensure that appropriate paperwork is completed following inspections, investigations, advisory visits etc in accordance with relevant guidance, policies and procedures
- Ensure that all relevant information is entered on to the appropriate computer database or file following inspections, visits, telephone conversations or the receipt of information from any other source in accordance with relevant guidance, policies and procedures.
- To instigate and/or assist in the planning, promotion and delivery of relevant issues or campaigns.
- Keep abreast of legislative developments in relation to Environmental Health and fulfil continuing professional development knowledge and skills.
- To undertake duties outside normal office hours (when required) including participation in an out of hours rota.
- The postholder will be expected to maintain a flexible approach to the work of Environmental Health and to assist from time to time, as directed by the Strategic manager or Team Manager in the operation of other duties within Environmental Health commensurate with the level of responsibility attached to the post.

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Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.	<p><i>Possess the ability to educate people and businesses to achieve the benefits of change.</i></p> <p><i>To communicate persuasively with confidence both orally and in writing with the ability to influence and appropriately choose the right style to fit the audience.</i></p> <p><i>Understanding of the role when required to attend Court, inquest, or committee.</i></p>	<p>E</p> <p>E</p> <p>E</p>	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	<p><i>Experience in the regulatory field of Environmental Health. To include inspection, investigated and consultations.</i></p> <p><i>Involvement in enforcement experience – including demonstration of written and verbal communication skills, be capable of taking detailed notes when conducting investigations and an understanding of requirements needed to prepare prosecution files for court hearings.</i></p> <p><i>Ability to work effectively as part of a team in delivering regulatory outcomes.</i></p> <p><i>To deliver and complete personal work programmes within agreed priorities appropriate to own area of responsibility.</i></p>	<p>E</p> <p>E</p> <p>E</p>	
Good communication, interpersonal and presentation skills, able to explain technical / legal issues clearly. Proven ability to negotiate with, persuade and influence others.	<p><i>To have substantial knowledge of the operation of businesses and application of relevant legislative regulation for that sector.</i></p> <p><i>Ability to inspect/investigate and challenge information in an assertive but considered manner to ensure a full assessment of compliance is achieved at an intervention or as a consultee.</i></p> <p><i>To consider information objectively and have the ability to identify hazards and understand the principles of risk to determine the most appropriate course</i></p>	<p>E</p> <p>E</p> <p>E</p>	

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	<p><i>of action to achieve a suitable outcome.</i></p> <p><i>To communicate persuasively with confidence both orally and in writing with the ability to influence and appropriately choose the right style to fit the audience.</i></p>	E	
Good ICT skills including use of Microsoft applications and specialist systems.	<p><i>Experience of Microsoft applications and use of a specialist database to manage service requests, regulatory intervention and legal proceedings.</i></p> <p><i>Experience of Uniform IDOX.</i></p>	E D	
Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences.	<p><i>To have knowledge of the statutory framework and role of Environmental Health.</i></p> <p><i>The ability to research guidance and develop solutions, on how to construct and compile reports that assist in decision making.</i></p>	E E	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workload, monitor and evaluate work, to ensure deadlines are achieved.	<p><i>Ability and willingness to follow established policies and procedures.</i></p> <p><i>An ability to act on own initiative and take responsibility for decisions to achieve outcomes.</i></p> <p><i>Ability to analyse and prioritise workloads.</i></p> <p><i>Ability to work as a part of team with limited supervision.</i></p>	E E E E	
Research, investigation and analysis skills.	<p><i>Ability to consider information objectively and challenge where necessary to analyse rationally and arrive at pragmatic solutions</i></p> <p><i>The ability to gather evidence gained to ensure that it is in accordance with Police and Criminal Evidence Act. Including experience of drafting legal notices.</i></p> <p><i>The ability to use innovation and creativity to identify, analyse and interpret relevant information from a range of sources to solve people/community problems and develop well informed solutions.</i></p>	E E E	

JOB SUMMARY

Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	<i>Knowledge of Local authority budget planning processes.</i>		D
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		E	
May require level 4 up to first degree standard or equivalent experience in a relevant subject.	<i>A degree in Environmental Health or a combination of equivalent accredited qualifications for example:</i> <i>Registration with the Environmental Health Registration Board OR the NEBOSH Diploma Part II in Occupational Health & Safety OR the NVQ4/5 in Health & Safety Regulation OR Certificate/Diploma in Acoustics and Noise Control</i>	E	
Other Requirements			
<i>Able to satisfy the travel requirements of the role e.g. use of a car and full driving licence</i>			
<i>Able to work outside of normal office hours and be available and participate on a rota basis</i>			
Organisation Structure (optional)			