



Job Title:	Student Environmental Health Officer
Service Area:	Environmental Services & Port Health
Team:	Environmental Protection, Private Sector Housing, Food & Safety, Port Health
Salary:	Band 1a (SCP 8 to 10)

Job Description

Main Purpose of Job:

To complete a 12 month period of structured practical training in environmental health practice sufficient to:

- meet the requirements of the Chartered Institute of Environmental Health's Portfolio of Professional Practice (PPP) or equivalent;
- the placement requirements of the student's environmental health degree course;
- assist the Food and Safety Team to fulfil their food/shellfish sampling programme.

Key Responsibilities:

- 1) To fulfil the requirements of the Chartered Institute of Environmental Health's Portfolio of Professional Practice (PPP) or equivalent to a standard acceptable to the CIEH and to keep a referenced supporting Portfolio of Evidence.
- 2) To collect and submit food/shellfish samples for analysis in liaison with producers and the laboratory service.
- 3) To fulfil any practical training requirements of the student's environmental health degree course.
- 4) To undertake a structured year of practical training covering all aspects of environmental health practice as agreed with the training officer, including the following elements:
 - a) Meet with the training officer with evidence of "work in progress" ;
 - b) To submit to the Training Officer, by the end of the eleventh month, a written appraisal of the practical training year; and
 - c) To undertake an appropriate period of practical food inspection training at Suffolk Coastal Port Health Authority.
- 5) To assist professional and technical staff in the provision of environmental health services to relate and integrate, in a progressive manner, academic studies with professional work.



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- 6) To carry out, under an appropriate level of supervision, visits and inspections, investigations, sampling and surveys arising from enquiries, complaints or as part of routine planned work. Take action as appropriate to the level of competency, to ensure compliance with legislation and departmental procedures.
- 7) To contribute to the proper administration of the Department's activities, including letter writing, dealing with customer enquiries, report writing, researching information and assisting in the production of information and advice notes in accordance with procedures.
- 8) To liaise with outside organisations involved in or impinging on environmental health activities.
- 9) To participate in out of normal office hours duties where this fulfils a practical training requirement.
- 10) Any other environmental health duty, as directed, commensurate with the grading of the post.

Line Manager: Senior Environmental Health Officer

Political Restriction: This post is politically restricted under the Local Government and Housing Act 1989 and postholders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

Note: This is a description of the job as it is constituted at (7th March 2017) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of both Councils to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is both Councils' aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Councils reserve the right to insist on changes to the Job Description after consultation with the postholder.



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Personal Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge of environmental health law and practice consistent with having completed, successfully, 2 years of an accredited environmental health degree. 	<ul style="list-style-type: none"> • Awareness of general environmental health issues. • Ability to consider wider context. • Service orientated. • Stress management • Dealing with aggression • Equal opportunities awareness.
Skills and Abilities:	<ul style="list-style-type: none"> • Organise and prioritise own workload. • Presentation skills. • Good written and verbal communication skills. 	<ul style="list-style-type: none"> • Time management • Witness skills. • Mediation skills. • Negotiation skills. • Interviewing skills. • Listening skills. • Problem solving. • Decision-making.
Education and Training	<ul style="list-style-type: none"> • Attendance on, or recently graduated from, a degree course in Environmental Health accredited by the CIEH. • Student Member of CIEH • Current valid Driving Licence 	
Key Competencies:	<p>Customer and community focus: Providing quality, consistent and responsive customer service that responds to and values different cultural, physical and social needs</p> <p>Innovation, Challenge and Change: Continuously improving performance and activities, actively contributing to and promoting change</p> <p>Working Together: Working effectively with others to deliver and improve all council services</p>	



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	Developing Capability: Ensuring everyone, including themselves, has the right knowledge skills and attitude to be effective in their role	
Values:	Proud - Believing in who we are, what we do and where we live	
	Dynamic - Transforming the future with you in mind	
	Truthful - Honest and clear in all we do	
	Good Value - Delivering outstanding services, smartly & economically	
	United - Whoever we work with, we work as one team	
Other Requirements	<ul style="list-style-type: none"> • Mobile within the SCDC and WDC district • Sensory abilities • Will have direct access to children or vulnerable adults 	<ul style="list-style-type: none"> • Ability to work outside normal office hours and take part in Departmental standby arrangements. • Helpful, fair, open minded, patient. • Self confident. • Well presented.