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| Designation: | Principal EHO (Commercial Services) |
| Grade: | Stroud 6 |
| Hours: | 37 |
| Location: | Ebley Mill |
| Job Purpose: | To assist in delivering the work of Environmental Health's Commercial Services Team |
| Responsible to: | Commercial Services Manager |
| Responsible for: | Supervision of at least one food safety officer |

KEY DUTIES

- Undertake detailed and involved assessments, inspections and investigations in relation to all aspects of the service including Food safety and Health & Safety issues and progress requests for service, providing operational, technical and specialist advice and guidance. Maintain accurate records as appropriate.
- Assist in management, service planning and performance monitoring in support of the commercial services manager, providing cover where necessary.
- Lead on specialist issues relevant to the service as requested, and be involved in the planning, development, implementation and delivery of promotional and educational activities.
- Provide an effective service for the enforcement of environmental health issues relevant to food safety; port health and health & safety issues, including the preparation of witness statements and giving of evidence in Court
- Supervise and support technical support staff.
- Undertake any other duties as may be reasonably required including work outside normal working hours in an emergency or by prior arrangement as appropriate.

Work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

- Excellent communication skills both verbal and written
- An understanding of administrative processes and systems
- Experience of staff management
- Experience of managing budgets and expenditure.
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload
- Possess a suitable and appropriate recognised qualification in Environmental Health, be EHORB registered and be a member of the Chartered Institute of Environmental Health

Ability to undertake work of a range of advanced activities:

COMPLEXITY AND CREATIVITY

- The level and complexity of the nature of the work required by the potholder will require an appreciation of the legislation and a willingness to consider imaginative solutions
- Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines.

JUDGEMENT AND DECISIONS

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of service delivery issues where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation, care and assistance. Some authority in the provision of services is required.

RESOURCES

Responsible for the proper use and safekeeping of digital thermometers and other monitoring equipment.

TRAVEL DESIGNATION

- You are required to have access to a vehicle in order to fulfil the duties of this role. You will be entitled to claim for the mileage you incur whilst on Council business in accordance with HMRC mileage rates and the Council's Travel and Subsistence policy

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.
- To be included on the rota for the emergency out of hours response for the Environmental Health Service

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.