

**RICHMONDSHIRE DISTRICT COUNCIL
ENVIRONMENTAL HEALTH SERVICE
PERSON SPECIFICATION**

ENVIRONMENTAL HEALTH OFFICER (Commercial)

**Criteria will be assessed via the submitted application form (A), and
Interview (I)**

	Essential	Desirable
Qualifications	1. Degree in Environmental Health or a Diploma in Environmental Health issued by the Environmental Health Officers Education Board. (A) 2. Certificate of Registration from the EHORB. (A) 3. Meets current Food Standards Agency competence criteria for an authorised officer to carry out high risk food hygiene official controls. (A)	a. Postgraduate Diploma in food, health and safety, pollution control or Acoustics or postgraduate study in a relevant subject. (A) b. Evidence of Continuing Professional Development in relation to CIEH membership. (A) c. Chartered Environmental Health Practitioner status. (A) d.
Experience	4. Experience of undertaking food hygiene inspections and investigations, including of high risk food premises (A,I) 5. Experience of investigating food poisoning cases and allegations, and complaints regarding food and food premises. (A,I) 6. Experience of formal enforcement activity, e.g. improvement notice service, emergency prohibition, sampling, seizure of unfit food, prosecution, etc. (A,I) 7. Experience of recording, collation and reporting systems for environmental health services(A,I)	e. Experience in use of Microsoft Office package (A) f. Experience in use of specialist environmental health database software (A) g. Experience in the use of G.I.S (A) h. Experience in the use of document management systems (A)
Knowledge	8. Working knowledge of relevant legislation, codes of practice and guidance associated with functions carried out by the post. (A,I) 9. Knowledge of local authority practices and procedures 10. Awareness of contemporary issues relevant to the service including commercial interests and regulatory approaches (A,I)	i. Working knowledge of quality management systems and the operation of quality procedures (A)

	11. In-depth knowledge of the legal and regulatory frameworks and of local government service delivery concerning food hygiene, health and safety, infectious disease, public health and skin piercing registration(A,I)	
Personal Aptitudes and skills	12. Excellent communication skills (verbal, written and presentation). (I) 13. Investigative and analytical approach. (I) 14. Effective time management and ability to meet deadlines (I) 15. Ability to understand and meet the needs of customers (I)	
Disposition	16. Ability to carry out tasks in compliance with safe and consistent standards and to promote healthy and safe working practices. (I)	
Other requirements	17. Comply with the Council's Equalities and Diversity Policy (I) 18. A current driving licence and ability to drive with access to a vehicle to enable travel around the Richmondshire District. (A) 19. Ability to work 'Out of hours' when required. (A)	

Updated October 2019