Westmorland & Furness Council

Post Specification

Post Specification - Key Information

- **Post Title: Environmental Health Officer**
- **Date: November 2025**
- **Post Group Number: 7965**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT12**
- **Final Grade:13**

To be read in conjunction with the job family role profile.

Service Area Description

The Public Protection Service ensures that people's living and working surroundings are safe, healthy, hygienic and that consumers are protected. A wide range of regulatory activities are provided, including Consumer protection, Product safety, Health protection, Infection control, Noise, nuisance and drainage, Health and safety at work, Licensing, Food safety and integrity, Air Quality, Animal health and welfare, Private water supplies, Port health and Stray dogs. The service focuses on prevention, consultation, investigation and education, and where required enforcement, regarding health risks and maintaining a safe environment.

Purpose of this Post

This is a professional post that acts as the lead officer in the provision of legal and technical advice to the Council, businesses, residents and visitors on Environmental Health issues. the post holder will be expected to carry out normal duties associated with interventions/inspections/investigations to verify and ensure compliance with relevant legislation, guidance and Council policies/procedures in relation to food safety, health & safety inspection and enforcement, infectious disease investigation / public health work, port health and any associated statutory / regulatory functions. Promote and deliver projects and initiatives that protect and improve public health and safety. Work involving animal welfare and public health related licensing will also be required.

The post holder will implement policies, strategies, plans and systems to ensure the delivery of excellent services to businesses, residents and visitors to the Council area. Where necessary the post holder will investigate criminal and civil offences with a view to preparing summons files and representing the Council in court.

Key Job Specific Accountabilities

1. To act as subject or case lead and provide advice, interpretation, guidance on Environmental Health issues and to disseminate this information to staff and members.

2. To conduct risk-based programmed and reactive inspections, sampling, testing and assessing of local businesses activities and management, to ensure compliance with legislation. Issue relevant documentation as necessary, and produce licences, and reports accordingly.

3. To carry out, and if necessary, take the lead role for, investigations relating to infectious disease, food poisoning, and pollution incidents; ensuring the enforcement of control measures as necessary.

4. To conduct all aspects of investigations into alleged criminal and/or civil practices, and to oversee investigations, and represent the Council in Court, if required.

5. Co-ordinate the preparation and presentation of reports on complex issues, involving a range of technical areas.

6. Ensure a customer focused approach to service delivery whilst protecting our communities and supporting businesses, and to identify and assist in the development and delivery of projects and initiatives that protect and improve public and environmental health.

7. Promote the delivery of excellent, efficient and value for money public health and public protection service.

8. To respond to civil emergencies, work with range of agencies, and play a key role in protecting and maintaining public and environmental safety, both during the incident and recovery phases.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities**: Contribute to monitoring expenditure and income
- **Staff Management Responsibilities:** May have day to day supervisory responsibilities for Technical Staff
- **Other:** Need to maintain CPD requirements

Essential Criteria

- **Qualifications:**
- Diploma / BSc / MSc in Environmental Health
- Registration as an EHO with the Environmental Health Registration Board or Royal Environmental Health Institute of Scotland or registered as an EHP with the Chartered Institute of Environmental Health and Membership of a Professional Body.
- **Knowledge:**
- Additional qualifications relevant to the specific accountabilities of this post would be an advantage.
- **Experience:**
- Experience and detailed knowledge of Environmental Health relevant to the specific accountabilities of this post.
- Experience and competence to undertake complex investigations into criminal offences.
- Experience of using Civica software would be desirable, and specialist software and equipment related to the specific work area.
- **Expertise:**
- Excellent organisational and planning skills.
- Excellent verbal and written communication skills to a variety of different audiences and good interpersonal skills including ability to negotiate and influence at all levels to achieve compliance.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:**
- The post holder may be involved in dealing with challenging, technical and complex situations as well as dealing with distressed people. We are required to deal with fatalities and distressed families.
- **Physical Demands:**
- The post holder may be required to lift and carry equipment and may be expected to work in awkward or confined spaces.
- **Working Conditions:**
- The post holder may be expected to deal with adverse behaviour including aggression.
- The post holder may need to work outside, and in hazardous or difficult environments
- **Other Factors:**
- Ability to work outside normal office hours as and when required
- To model and display the Council's Values and Behaviours
- Ability to travel independently throughout the Westmorland and Furness area.