

Job Profile

Environmental Health Apprentice

Overview	
Post No.	TBC
Grade	Level 6 Apprenticeship
Directorate	Communities
Service Area	Environmental Health
Reporting to	Team Leader Environmental Protection

The Job

To study for the [Environmental Health Practitioner Degree Apprenticeship](#) over 4 years delivered by [University of West of England](#) at their Weston Super Mare campus, while undertaking appropriate training and providing a supportive role to all disciplines in the Environmental Health team for the 4 year period before qualifying as an Environmental Health Officer.

Generic Accountabilities of the Role

1. To undertake the Environmental Health Practitioner Apprenticeship to include attendance at lectures, tutorials, seminars, in-person or remotely, to achieve a BSc in Environmental Health and the Apprenticeship Standard.
2. To assist officers with day-to-day delivery of the Environmental Health service whilst gaining knowledge and understanding of the work.
3. To work within all Environmental Health team disciplines (Food and Safety, Environmental Protection, Housing Standards, Licensing and Technical Support) while completing the academic qualification.
4. To assist officers with the inspection of premises, the investigation of complaints, responding to service requests and determining the most appropriate statutory enforcement action.
5. To be responsible for organising a balanced programme of work, prioritising workload to ensure response times/deadlines are met.
6. To assist in undertaking low-risk food hygiene and housing standards inspections, sampling, environmental surveys, and monitoring.
7. To prepare simple written reports and statements.
8. To assist in advising the public, commerce/industry, outside agencies, and other internal service areas on basic operational service issues and how to comply with current legislation and guidance.
9. As knowledge and competence develops, liaise with other services such as Planning, to promote environmental compliance.
10. To use IT systems to ensure appropriate records and files are maintained.
12. To work on your own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
13. Work outside normal office hours, when necessary, for the effective performance of duties. This will include independent study and completion of all coursework and assessed work, as required for the degree programme.

General

14. Any other duties as reasonably required by the Assistant Director for Communities.

15. This role is subject to a DBS check

Professional and Personal Attributes

Qualifications Educational and Professional	Essential	Desirable
	<ul style="list-style-type: none"> • Educated to A level or an equivalent level 3 qualification and at least 5 GCSEs at grade C or above (or equivalent) including English and Maths • Must not have already started or completed the Environmental Health Practitioner Apprenticeship Standard or otherwise be ineligible to undertake it. 	<ul style="list-style-type: none"> • Educated to degree level in an environmental or science-based subject.
Knowledge	Essential	Desirable
	<ul style="list-style-type: none"> • Understanding the role of local government • An understanding of the nature and scope of environmental health work including its contribution to improving the environment. An understanding of the rationale for carrying out inspections/audits and investigations. • Knowledge in general principles of criminal law and enforcement practice. • Be proficient in the use of IT packages 	<ul style="list-style-type: none"> • Experience or detailed knowledge of the core areas of environmental health.
Experience	Essential	Desirable
	<ul style="list-style-type: none"> • Experience of using computer databases, and Microsoft packages such as PowerPoint, Excel, Word, and Outlook. 	<ul style="list-style-type: none"> • Experience of using software databases to record and analyse digital information.
Skills		
	<ul style="list-style-type: none"> • Ability to communicate both verbally and in writing to a wide variety of people. 	

	<ul style="list-style-type: none"> • Ability to solve problems creatively. • Ability to work under pressure, good organisational skills and able to manage workload in an efficient, effective manner. • Ability to receive and record information accurately and write reports, including prosecution reports in a way that is concise and easily understood, following complaints, investigations, or projects. • Ability to monitor activities, visit premises, inspect, and audit systems, examine, test and sample items and interpret results of analysis.
Personal Behaviors	<ul style="list-style-type: none"> • A team player who is able to develop effective working relationships • Able and willing to manage multiple tasks simultaneously • Able to stay calm in difficult situations • Positive, able to propose and deal with change, solutions-focused, self-confident, and accurate
Disposition/ Attitude	<ul style="list-style-type: none"> • Flexible and enthusiastic approach to work • Willingness to work as part of a team. • Ability to work effectively with officers from other departments, organisations, and disciplines. • Customer focused.
Other	<ul style="list-style-type: none"> • Full driving licence and use of own vehicle. • The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. Eligibility to receive a car allowance will be based on the requirement for essential car usage to undertake the duties of your post and no less than annual mileage of 250 miles, which will be recorded and verified by your designated line manager on a monthly basis. It is a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, on a monthly basis, so that the Payroll Officer is able to process correct information to the HMRC at year end. Failure to record and report mileage undertaken to your employer may forfeit your right to receive a car allowance. • Your eligibility to receive a Car Allowance will be reviewed on an annual basis by your Head of Service in conjunction with the Head of Finance, ICT & HR. The Council reserves the right to review, amend or withdraw the car allowance subject to consultation with you. A period of three months' notice to terminate the status and associated allowance will be given to any employee who no longer meets the required criteria. There will be no entitlement to any further car allowance. • Willingness to undertake work outside normal office hours. • Required to carry and operate scientific equipment over a variety of terrain.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.