

# Job Description and Specification

**Job Title: Technical Officer (Regulatory Services)**

**Reference: FAFG4074**

**Service: Regulatory Services & Health**

**Grade: 7**

**Reports to: Senior Enforcement Officer**

**Location: Delamere House**

**DBS: N/A**

## Your job

This is a front line service dealing directly with the public and businesses and the post holder will undertake the statutory functions allocated to the Regulatory Services Team as a whole and within any focussed specialist area allocated to the post holder. This includes inspections of businesses ranging from multi national to local individuals, investigation of complaints, accident investigations, sampling, licensing activities, provision of advice and guidance, enforcement/prosecution and education activities.

## In this job you will

- 1 Carry out all duties in accordance with legislation, Codes of Practice and any guidance both internal and external to include the inspection of premises under Food Safety, HS, Public Health and Environmental Protection legislation and enforce national legislation. Identify contraventions of legislation and areas of good practice and take relevant enforcement action to secure compliance across a wide range of businesses.
- 2 Develop and maintain a broad technical and procedural knowledge in all work areas covered by the Public Protection & Health team.
- 3 Represent the Commercial and Environmental Protection teams at meetings and working groups and disseminate information to other team members.
- 4 Participate in formal and informal education activities.
- 5 Provide data on performance against service plan and national indicator targets as required.

- 6 Support the work required for Schools Business Support Service.
- 7 Support the work required for Local Air Quality Management, Contaminated Land and Environmental Permitting as appropriate.
- 8 Use, maintain and calibrate specialist equipment in line with manufacturers instructions and ensure that it is used accurately to provide reliable data which may be used for evidence in court.

**The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in Cheshire East, to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.**

**In this job you will need**

<b>CRITERIA</b>	<b>DESIRABLE</b>	<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications</b>	Evidence of commitment to continued professional development	BTEC Higher, or equivalent qualification/experience, in a relevant subject	Application form Certificates Interview
<b>Experience</b>	Extended experience of working within Environmental Health	Experience of working within Environmental Health, preferably within a local government setting	Application form References Interview
<b>Technical, Specialist or Job - Related Knowledge</b>		Food Safety, Health and Safety, and Environmental Protection legislation, guidance and codes of practice	Application form References Interview
<b>Theories, Techniques, Concepts</b>			Application form References Interview
<b>Procedures, Policies, Legislation, Organisational Structures</b>	Council's structure, services, policies, procedures and processes		Application form References Interview
<b>Skills and Aptitudes</b> <i>(e.g. Operation of Equipment and Machinery, Languages, inc. Foreign and Sign Language)</i>		Good ICT skills – including proficient in use of databases and Microsoft Office applications (e.g. Word, Excel, Outlook)  Able to accurately and appropriately use and calibrate a wide variety of specialist measuring, sampling and recording	Application form References Interview

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
		<p>equipment, e.g. sound level meters, cameras etc.</p> <p>Willingness and ability to undertake a wide range of enforcement related activities – including emptying fridges and freezers, climbing ladders to change air quality tubes in heavily trafficked areas, carrying equipment and evidence (up to 10kgs in weight) etc.</p> <p>Resilient – able to professionally and appropriately deal with emotionally demands situations and information relating to enforcement activity</p> <p>Resilient – able to professionally and appropriately deal with challenging behaviour from members of the public</p> <p>Willingness and ability to undertake inspections in a wide range of conditions, including potentially filthy and verminous premises</p> <p>Willingness and ability to undertake inspections relating to food poisoning outbreaks, including collection of faecal samples from members of the public</p> <p>Good verbal and written communication skills – able to convey varied technical information to a range of</p>	

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
		<p>audiences in a clear and concise manner</p> <p>Advisory and guiding skills</p> <p>Negotiation and persuasive skills</p> <p>Good standards of literacy and numeracy</p> <p>Report writing skills</p> <p>Analytical and problems solving skills – e.g. to analyse information produced by laboratories, and/or make decisions on appropriateness of controls applied by businesses</p> <p>Able to effectively organise and prioritise own workload</p> <p>Able to accurately and consistently implement procedures and legislation</p>	
<p><b>Other Requirements</b></p>		<p>Flexible approach to work – including undertaking evening visits etc.</p> <p>Willingness and ability to travel throughout the borough</p> <p>Committed to customer care, equality and improvement</p>	<p>Application form References Interview</p>

## Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

## Our values

**Flexibility:** adaptable, open to learning and resilient

**Innovation:** creative, challenges convention and always looks to improve

**Responsibility:** delivers on promises, efficient and has integrity

**Service:** listens, delivers quality, is reliable and enables others

**Teamwork:** respectful, inclusive and contributes at all levels

## Our COMMITMENT

### Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

### Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

### Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

### Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

## Your COMMITMENT

### Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

### Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

### Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

### Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

# Working for a brighter future together

