

## Job profile

### Service and job specific context statement

<b>Directorate:</b>	Environmental Health
<b>Service:</b>	Environmental Health Service – Ryedale District Council
<b>Post title:</b>	Graduate Trainee – Environmental Health
<b>Grade:</b>	E, F and G
<b>Responsible to:</b>	Environmental Health Manager
<b>Staff managed:</b>	None
<b>Date of issue:</b>	September 2019
<b>Job family:</b>	<b>P&amp;T - Professional &amp; Technical</b>

### Job context

The post holder will be given the opportunity to work with the Environmental Health Team in delivering the Council's statutory environmental health and licensing functions. Principle areas include:

- **Air Quality** – assessing and working towards improving air quality to meet stringent health based objectives set by the Government in the Malton Air Quality Action Area and in the district of Ryedale.
- **Contaminated Land** – ensure that land and sites being developed and redeveloped are investigated for contamination and where necessary ensure remediation appropriate for the development taking place is undertaken to a satisfactory standard.
- **Drainage and sewage** – public health duty to ensure blocked or defective drains or treatment plants are cleared or repaired to ensure they are working effectively.
- **Environmental permitting** – permitting and controlling specified industrial activities (Part 2A and Part B installations) that require a permit to regulate their environmental impact and emissions to air.
- **Food Safety** – enforce food safety legislation to ensure that food manufactured, processed, sold and consumed in the district is fit for human consumption and free from contamination.
- **Health & Safety** – enforce health & safety legislation in offices, shops, warehouses, catering establishments, leisure premises, nursing homes and private nurseries to ensure they are safe for employees and visitors.
- **Licensing** – process and determine applications and undertake appropriate enforcement duties to ensure conditions and statutory responsibilities are being met in the following areas:
  - Premises involved in the sale or supply of alcohol.
  - Premises providing regulated entertainment.
  - Premises involved in gambling
  - Personal licenses for individuals supplying alcohol in licensed premises.

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- Taxi and private hire vehicles, drivers and operators.
  - Animal welfare licenses (dog boarding, dog breeding, kennels/catteries, pet shops, horse riding establishments, zoos and anybody keeping a dangerous wild animal.
  - Scrap metal site licence and mobile collector's licence.
- **Private Water Supplies** – risk assess and sample private water supplies abstracted from springs and boreholes for human consumption to ensure the same quality standards as for mains water.
- **Statutory Nuisances** – duty to investigate complaints of nuisance relating to noise, odour, smoke, light, dust and insect nuisances to determine if a statutory nuisance exists and if so take enforcement action to abate the nuisance.

Benefits of working and learning in the service:

- Experience of working in a busy rural District Council
- Opportunity for graduates from an Environmental Health or related discipline to apply and develop technical knowledge and skills
- Learning from highly experienced officers and other specialists
- Opportunity to take responsibility for the delivery of key pieces of work
- Developing confidence in your own judgment
- Improving your communication and negotiation skills
- Experience of working in partnership with other organisations including other District Councils, North Yorkshire County Council, Town and Parish Councils

All graduates are expected to participate in the 'corporate graduate development programme' – the content is as follows:-

- Corporate Induction
- Aspiring Managers Programme
- Senior managers seminars (led by the Chief Executive)
- Managers webinars programme
- Access to on line material, including Ashridge Management College
- Graduate Network membership, including 'lunchtime learning'
- Mentor support
- Graduates will be offered the appropriate management skills training if they have staff to manage during their programme or to support their permanent placement following the graduate programme.

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### Job specifics

The role offers the opportunity to gain experience across a wide range of Environmental Health and Licensing functions including:

- Developing a comprehensive understanding of Environmental Health and Licensing legislation.
- Shadowing front line officers to learn and develop enforcement knowledge, skills and techniques.
- Undertake directed inspections and investigations to assess legislative compliance by business operators initiating formal and informal actions resulting from such inspections and investigations in all aspects of Environmental Health and Licensing.
- Developing and implementing a private water supply sampling protocol and sampling programme in accordance with statutory requirements.
- Developing and implementing a food sampling protocol and a microbiological food sampling programme.
- Assisting in the monitoring of air quality in the district and in the preparations of reports displaying and interpreting the data collected.
- Assisting with the development and more efficient and effective use of the Council's dedicated Environmental Health and Licensing software package (Uniform idox) including implementation of idox Enterprise package for performance management.
- Exploring and evaluating electronic data management (EDM) solutions to assist the department's record storage and record retrieval.
- Assisting with administrative functions and duties (minute taking, updating standard letters).
- Undertake website testing, reviewing and updating information where necessary.
- Advise and educate stakeholders on matters pertaining to Environmental Health and Licensing.

Graduates who join NYCC are expected to:

- achieve the objectives set for them;
- ask for help/clarity where needed;
- develop their knowledge through self-directed study – further research, reading and questions;
- fully participate in all training opportunities through on the job experience, mentoring and coaching and formal training and learning;
- work toward becoming professional member/associate where appropriate;
- make the most of the opportunities available within NYCC; and
- demonstrate NYCCs expected **behaviours of:**
  1. focussing on customers and communities;
  2. taking responsibility;
  3. working together;
  4. acting with integrity
  5. building a culture of continuous improvement and innovation; and
  6. leading by example.

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### Career progression

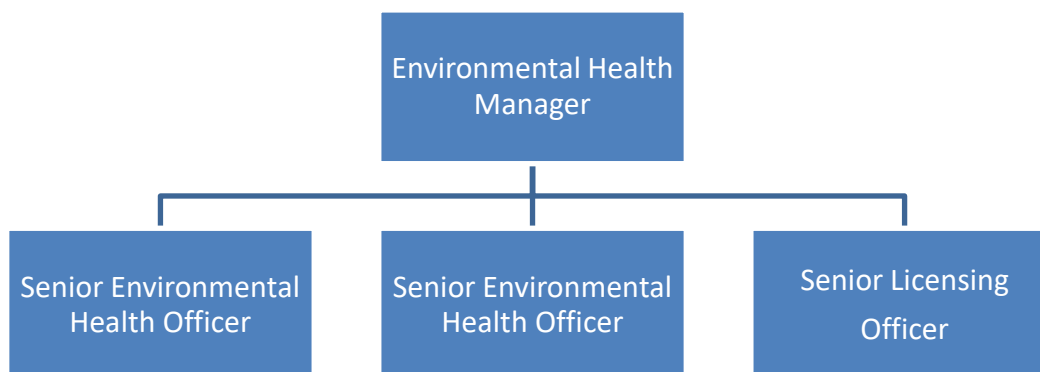
- The post is a 2 year development post which can be tailored (within reason) to meet the career aspirations of the postholder.
- The first 6 months will focus on learning the business of the team. In the second 6 months the postholder would take on more independent project work, in the second year they will be expected to manage a project independently with oversight rather than close supervision. They will also fully understand the nature of the business and be able to suggest organisational/operational change/developments as part of the leadership team.

Pay progression will be based on performance review at 6 months and then 12 months as follows:

- Months 1-6 spinal point 6, Grade E
- Months 7-12 spinal point 8, Grade F
- Months 13-24 spinal point 13, Grade G

### Structure

#### *Environmental Health Structure:*



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### Job Description

Job purpose	Typical graduate placements are required to deliver a range of projects within an area of specialism within the County Council to effectively meet the organisation's needs.
<b>Operational management</b>	<ul style="list-style-type: none"> <li>• Deliver a quality service to internal and/or external customers as required;</li> <li>• Provide a complete 'end to end' service delivery, establishing ownership and closure as needed.</li> <li>• Support on the development, delivery and evaluation of interventions, including training and workshops to managers on the specifics for the project/service area.</li> <li>• Support the corporate lead for a specialist subject area including acquiring and maintaining specialist knowledge, supporting on related policy and processes.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Provide advice and guidance on the area of the service delivery the graduate is placed within as part of the project development and implementation.</li> <li>• Clearly communicate the requirements of the project and prepare clear written reports on progress and analysis carried out.</li> </ul>
<b>Partnership / corporate working</b>	<ul style="list-style-type: none"> <li>• Working with staff from across the different services of the County Council and partner organisations in some cases to support the efficient and effective delivery of services and achievement of project objectives.</li> <li>• Ensure links between the project and stakeholders are developed and maintained to provide an efficient service.</li> <li>• Develop a understanding of the wider role of the County Council</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Identify and recommend appropriate action to service manager, and develop and implement guidance and action plans to enable and facilitate the delivery of key initiatives.</li> </ul>
<b>Systems and information</b>	<ul style="list-style-type: none"> <li>• Utilise management information to facilitate achievement of objectives.</li> <li>• Use a range of computer systems to manage and progress case work, analyse and report on relevant data and to maintain effective communication.</li> <li>• Adopt new ways of working when new systems are introduced,</li> </ul>
<b>Policy and projects</b>	<ul style="list-style-type: none"> <li>• Contribute to policy development, consultation and implementation process.</li> <li>• Support on Directorate and Corporate projects as appropriate with support from relevant service colleagues.</li> </ul>

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Person Specification	
Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Good understanding of how policies/procedures can be applied in practice to result in required outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of relevant legislation</li> <li>Knowledge of change management processes</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of project work</li> <li>Experience of managing a busy workload within set deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a corporate and political context</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>IT skills and ability to interpret and analysis data</li> <li>Communication, presentation and interpersonal skills</li> <li>Problem solving skills and the ability to find innovative solutions</li> <li>Influencing and negotiating skills</li> <li>Commitment to the performance management culture with the ability to set high standards, deliver objectives and challenge managers appropriately</li> <li>A coaching based approach to support managers and develop</li> <li>Delivering briefings and training to managers/other staff</li> <li>Flexibility and ability to work with ambiguity</li> </ul>	<ul style="list-style-type: none"> <li>Policy formulation skills</li> <li>Coaching/mentoring</li> <li>Policy implementation skills</li> </ul>
<b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b> <ul style="list-style-type: none"> <li>Education to first degree level</li> <li>Good standard of literacy and numeracy to level 2 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>Team worker/collaborative working</li> <li>Self-motivated and commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Some roles will require the ability to travel across the County.</li> </ul>
<b>Behaviours</b>	<a href="#">Link</a>