



## **JOB DESCRIPTION**

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This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

<b>Job title</b>	Environmental Health Practitioner
<b>Reports to</b>	Environment Team manager
<b>Team</b>	Place / Environmental Health
<b>Grade</b>	9
<b>Last updated</b>	March 2026

### **Job Summary**

- Using your professional skills and knowledge and a full range of enforcement tools, play an active role in working towards a safer and healthier environment for the residents, workers and visitors of East Herts, by undertaking the functions detailed in the job description for the areas of Environmental Health listed below:
  - **Commercial** - food safety, health and safety, private water supplies, environmental health licensing (animal activities, zoos, mobile homes, dangerous wild animals, skin piercing, street trading) and infectious disease control.
  - **Environment** – including noise, statutory nuisances, foul drainage, environmental protection, pollution prevention & control, air quality and contaminated land and any other aspect of public health.
  - **Residential** – housing standards, HHSRS assessments, houses in multiple occupation, fire safety, housing grants, home energy efficiency, public health and EPA in relation to housing.

## Key Tasks

### Operational Responsibilities

- Maintain your competency and up to date knowledge to enable you to provide technical and legislative advice to local businesses and residents.
- Deliver efficient, customer-focused services underpinned by a can-do approach while ensuring excellent customer satisfaction and ensuring the success of the Council is in line with its vision and corporate priorities.
- Undertake detailed technical examination of planning applications, licenced premises applications and temporary event notifications recommending any advice or conditions.
- Carry out inspections and investigations and instigate any necessary action relating to statutory nuisance, contaminated land, land searches, air quality and public health.
- Carry out a range of proactive inspections and investigations in all areas of environmental health, respond to and action requests for service in accordance with council procedures.
- Carry out inspections of residential housing and instigate any necessary action relating to HHSRS, overcrowding, multiple occupation and processing of housing grants.
- Carry out inspections of commercial premises and instigate any necessary action relating to food premises, food complaints, infectious diseases, food poisoning, health and safety and accidents.
- In consultation with the appropriate Senior Environmental Health Practitioner, take appropriate enforcement action (informal warnings, service of notices, issuing fixed penalty notice or financial penalty notice, obtaining warrants to enter premises etc) in line with relevant environmental health legislation, in accordance with council procedures and initiate legal proceedings where necessary. Attend court hearings, committee meetings and public meetings to provide expert advice.
- Actively support the environmental health work associated with festivals, large events and statutory nuisance cases.
- Carry out proactive and reactive inspections and investigations in all areas of Environmental Health, produce detailed schedules reports and letters, and take formal action.
- Manage your own workload including all aspects of the Job Description.

## **Management / Supervisory / Team Working Responsibilities**

- Manage your own caseload in accordance with Council procedures and keep effective records.
- Work with the Senior Environmental Health Practitioners and Service Manager, to assist in the formulation and implementation of policy and procedures.
- Work with other members of the team to meet performance targets and participate in staff meetings and team briefings.
- Support Housing and Health colleagues in delivery of statutory duties and service plans.
- Assist in the training of students and other officers.
- Deputise for Senior Environmental Health Practitioners in their absence.

## **Service Delivery**

- While working to a high standard of customer care, ensure your work is undertaken in accordance with the relevant policies and procedures and within established performance standards.
- Support in the delivery of the team's service plan.
- Assist in the preparation of legal paperwork including case files and statements. Attend court hearings, committee meetings and public meetings, as needed, to provide expert advice.
- Actively seek out and identify unlicensed/unregistered businesses and/or operators and taking appropriate enforcement action, in line with the enforcement policy.

## **Communication and Contacts**

- Participate in the planning and implementation of health education and promotion activities as needed.
- Liaise with senior representatives of other agencies as appropriate, representing the local authority's view.
- Liaise as necessary with colleagues, other services, senior managers of external agencies/organisations, Members, Businesses, Town & Parish Councils and members of the public.
- Work constructively with:
  - Immediate supervisor, colleagues and other customers
  - Council Members and Officers

- Senior Managers in other agencies
- Senior Managers in the Commercial Sector
- Members of the public
- Model the Council's values and behaviours.
- Act as an advocate for the council and create opportunities to enhance the council's performance, reputation and image externally with local and other stakeholders.
- Represent your services and/or the department and/or the Council at internal, external & public meetings as required.

### **Financial / Budgetary Responsibilities**

- Support Senior Environmental Health Practitioners and Service Managers to ensure correct spend against departmental budgets.
- Support Senior Environmental Health Practitioners and Service Managers to ensure appropriate fees are paid to the Council for services received.

### **Other**

- Prioritise your own professional development and strive to ensure your professional knowledge is up-to-date.
- To liaise with the Senior Environmental Health Practitioners in respect of service delivery and advise them when any of the above matters cannot be achieved.
- Carry out other duties compatible with the nature of the post, including weekend and evening work, as may be necessary from time to time.
- Maintain professional qualifications and registrations at all times, including adherence to training requirements imposed by professional standards or Codes of Practice.
- Deputise for Senior Environmental Health Practitioners when required.

The above lists are not intended to be exhaustive but merely to indicate the work range and the core job content of the post, neither is the list arranged in priority order.



## PERSON SPECIFICATION

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<b>Reports to</b>	Environment Team manager
<b>Team</b>	Place / Environmental Health
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We want the postholder to be able to demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

- Personal effectiveness
- Proactive
- Managing relationships
- Communication
- Customer focus
- Commercial focus

### Key Criteria

#### Qualifications and Experience

- GCSE's (or equivalent) at grade 4 or above in English and Math.
- Environmental Health Practitioner and registered with the EHRB or equivalent.
- Evidence of Continuing Professional Development (CPD) in matters related to the job summary.
- Housing Health and Safety Rating Scheme certificate of competency.

#### Specialist Knowledge and Job Requirements

- Competent to carry out the functions as in the Job Description.

- Possession of investigative and analytical skills necessary for dealing with telephone complaints, customer feedback and assessing complex data / technical reports.
- Able to demonstrate an up to date knowledge in all areas of work as stated in the Job Description.
- Evidence of effectively having planned, prioritised and managed own workload.
- Excellent IT skills including Excel, Word and PowerPoint with the ability to quickly learn new packages as required.

### **Management / Supervisory / Team Working**

- Excellent organisational skills, with the ability to work without supervision, prioritise work to meet deadlines, and a concern for order and accuracy.
- Enthusiastic and flexible approach to work and a positive, "can do" attitude.
- Evidence of having contributed to the efficient functioning of a team.

### **Service Delivery**

- Keenness to adapt and develop new ideas and initiatives to meet changing work requirements.
- Understanding of the principles of good customer care and a demonstrable commitment to meeting them.
- Understanding of and commitment to the principles of equal opportunities.
- Appreciation of the roles and expectations of customers and commitment to meeting them.
- Excellent written skills with the ability to write schedules of work, summarise accurately and convey complex information.
- Understanding of the scope for commercial thinking within a public sector setting.
- Ability to carry out calculations methodically and accurately.
- Experience of producing and presenting accurate professional and technical reports.
- Ability to grasp and analyse information quickly and make appropriate decisions.

## **Communication and Contacts**

- Excellent interpersonal skills, with demonstrable experience of acting with confidence and credibility with a wide range of individuals, professionals and organisations, to positively influence and achieve a desired outcome.
- Able to deal with enquiries calmly, and with tact and discretion. Able to deal calmly with aggressive or difficult customers.
- Ability to make presentations to a variety of audiences.

## **Other**

- Valid, full driving licence and access to a suitable motor vehicle.
- Physically capable of working in a range of natural and built environments including but not limited to building sites, residential and commercial properties and confined spaces.
- Able to work outside normal office hours.
- Smart business like appearance.
- Flexible in office location and working practices.
- The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all its staff to have an understanding of Safeguarding and to share this commitment