

JOB DESCRIPTION

JOB TITLE:	Environmental Health Practitioner Apprentice
DIRECTORATE:	Leisure, Culture and Community Wellbeing
JOB EVALUATION NUMBER:	n/a
BAND:	National Minimum Wage for Age
RESPONSIBLE TO:	Head of Regulatory Services. On a day-to-day basis, responsible to Environmental Health team leaders. Post holder will be assigned a mentor for the duration of the apprentice course.
RESPONSIBLE FOR:	n/a
MAIN PURPOSE OF POST:	The post requires the post holder to study for a degree in Environmental Health (Apprenticeship) BSc (Honours) course whilst also working as an apprentice covering all aspects of environmental health practice (and associated council functions and wider regulatory services). This is a four-year degree programme and upon successful completion will give the post holder the opportunity to become registered as an Environmental Health Practitioner.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Successfully obtain a place on a recognised University Environmental Health (Apprenticeship) BSc (Honours) course and undertake the programme of study over the full four years of the degree, which is delivered via a mix of taught and independent learning.
2.	Attend and pass the part time 4-year BSc (Hons) in Environmental Health qualification at a level 6 which allows completion and award of an Apprenticeship Certificate to meet the National Apprenticeship Standard for an Environmental Health Practitioner (Integrated Degree) Level 6.
3.	Undertake work in the Environmental Health team, building on the taught knowledge of the degree to develop the practical skills of an Environmental Health Practitioner. This will cover all aspects of environmental health (and wider teams such as Private Sector Housing, Planning etc.).
4.	Dependant on relevant stage of knowledge and experience, and subject to service requirements, assist and support other members of the environmental health team to deliver services including food safety, health and safety at work, public health, housing and pollution.

5.	Provide intelligence led courteous and professional responses to written and verbal enquiries from a range of individuals and organisations in line with Council priorities and policies.
6.	Attend and participate in various meetings about Environmental Health matters, helping to develop and maintain effective communications and good partnership working relationships with other service areas and external organisations. This may involve attending meetings in a wider context to Environmental Health, such as committee meetings, public meetings etc.
7.	Assist officers with and progress to undertake independent, proactive inspections, compliance visits, investigations, surveys, sampling and interventions in commercial and domestic premises and the wider environment, as directed by other officers.
8.	As knowledge and competence develops, undertake a case load of reactive work, including responding to and investigating complaints, as well as proactive project work and educational activities where required. In all cases, responding within corporate timescales, keeping relevant parties informed and maintaining up to date case records.
9.	Support officers with collection of data, for example collection of food or water samples and/or sampling of air quality and calibration of air quality monitoring equipment and/or noise monitoring equipment.
10.	Analyse and interpret data and information and implement decisions on a broad range of activities across the service area, as directed by other officers.
11.	As knowledge and competence develops, liaise with other services such as Planning, Legal and Licensing to promote compliance and achieve improved outcomes for businesses and residents.
12.	Support officers to carry out enforcement duties including collation and collection of evidence, preparing reports, drafting formal notices, and preparing cases for prosecution in the Magistrates' Court and attending court as a witness in line with our enforcement policy.
13.	Work outside normal office hours, when necessary, for the effective performance of duties. This will include independent study and completion of all course and assessed work, as required for the degree programme.
14.	Gain knowledge and experience in other services such as Licensing, Planning, Building Control, Public Health and Community Safety.
15.	There may be a requirement to spend periods of time with neighbouring local authorities, or other organisations (e.g. Environment Agency, Derbyshire County Council etc.)
16.	Take personal responsibility for delivering against work-based learning commitments and training requirements.

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change

The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

Special features of post

Political Restriction	NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES
You may be required to carry out those duties at your present workplace or at another council venue.	YES

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Environmental Health Practitioner (Apprentice)
DIRECTORATE:	Leisure, Culture and Community Wellbeing
JOB EVALUATION NUMBER:	n/a
DATE:	April 2025

KNOWLEDGE / SKILLS / ABILITIES

Essential

Essential knowledge, skills, and abilities	Assessment method
	Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
An understanding of the nature and scope of environmental health work in both the public and private sectors, including its contribution to improving public health.	Application Form Presentation Interview
Awareness of the core areas of environmental health and how environmental health practitioners secure improvements e.g. through informal and formal routes including enforcement.	Application Form Presentation Interview

Desirable

Desirable knowledge, skills, and abilities	Assessment method
An understanding of the organisation's vision and corporate aims.	Interview
An understanding of the rationale for carrying out inspections/audits and investigations.	Interview
An understanding of the organisation's vision and corporate aims.	Interview
Ability to work in and contribute to the organisation of the team.	Interview

Ability to communicate effectively at all levels in a clear and concise manner.	Interview
Willingness to investigate service requests, identify risks, defects, issues and apply correct legal and technical remedies.	Interview
Ability to use databases and understand and interpret electronic information accurately.	Interview
Ability to use equipment and IT applications.	Interview

EXPERIENCE

Desirable

Essential experience	Assessment method
Experience of providing advice and assistance to customers and clients.	Application form Interview
Experience of working in a team to provide a service.	Application form Interview
Experience of writing reports and documents within a given deadline.	Application form Interview

QUALIFICATIONS

Essential

Essential qualifications	Assessment method
Grade 4/C or above in English and Maths GCSE (or other level 2 equivalent).	Application form
Minimum 112 UCAS points, or equivalent GCSE English Language, Maths and Science at Grade C or above	Application form

Desirable

Desirable qualifications	Assessment method
Relevant or prior experiential learning may also be considered as an alternative but would be subject to agreement with the university.	Application form

OTHER REQUIREMENTS

Essential

Essential qualifications	Assessment method
To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level: All employees

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

Changing and improving

Level: All employees

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what

has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

Making effective decisions

Level: All employees

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

Leading and communicating

Level: All employees

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

Collaborating and partnering

Level: All employees

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

Developing self and others

Level: All employees

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

Delivering value for money

Level: All employees

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Managing a quality service

Level: All employees

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

Delivering at pace

Level: All employees

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

END OF DOCUMENT