



Graduate Trainee Environmental Health Officer

Post number: EHS049

Grade: Scale 5

Date: August 2026

Service area: Environmental Health Domestic Team

Reports to: Senior Environmental Health Officer

Job profile

Purpose

To undertake and successfully complete appropriate academic studies in Environmental Health.

At a technical level to assist with the provision of a comprehensive Environmental Health service and specifically, the delivery of those services provided by the assigned fieldwork team.

To contribute to, and/or lead specific work programs undertaken by the Senior Environmental Health Officers or the team.

Contribute to policy and strategy development for the Council, working with colleagues in other departments, partner agencies and individuals as required, providing advice on matters relating to Environmental Health functions.



Main duties and responsibilities

1. All work to be carried out under the supervision of the Senior Environmental Health Officer.
2. To work as part of the Domestic Team which is responsible for the delivery of an assigned workload with reference to the following areas of work:
 - a. The investigation and resolution of complaints from the public relating to matters of housing, nuisance, antisocial behaviour, public health and pollution.
 - b. To undertake enforcement duties for a range of environmental crime offences for example dog fouling, littering, fly tipping, burning of waste etc by education, issuing of fixed penalty notices or obtaining evidence for prosecution.
 - c. To undertake enforcement duties for a range of public health, nuisance and housing offences etc by education, issuing of fixed or civil penalties, service of notices or obtaining evidence for prosecution.
 - d. Respond to requests for information or guidance on private sector housing, environmental and nuisance regulations relevant to the work of the Domestic Team, undertaking promotional events to help inform the wider public of the issues.
 - e. Assist residents and businesses to meet their obligations with respect to all elements authorised within the Domestic Team role.
3. To contribute to specific work programmes undertaken by the Senior Environmental Health Officers or the team as a whole.
4. To encourage high standards of compliance with statutory requirements by means of enforcement of legislation and the provision of education and advice in accordance with the policies, procedures and decisions of the council.
5. To provide a high-quality service to the public and external organisations and take every opportunity to enhance the image and reputation of the profession and the council.
6. To contribute to enforcement decisions, and follow these through to completion, in line with civil and criminal proceedings requirements, council policies and procedures.
7. To use interpersonal skills to develop and maintain effective relationships with colleagues, professional partners, and customers.
8. To keep abreast of new legislation, techniques and ideas to maintain the quality of the service provided, and the advice offered to others.



9. To assist in the preparation of the annual service planning process, council policy and the formulation of performance indicators and measurement of outputs.
10. To assist in preparing and presenting accurate written and/or verbal reports, briefings and presentations directly to senior managers, Committees and other bodies and to attend meetings as necessary or required.
11. To maintain records of all tasks and activities performed, timesheets and statistical returns to satisfy the requirements of the Senior Environment Health Officers.
12. To participate as required in training and exercises in support of the Council's preparations for responding to civil emergencies within the district.
13. To assist as may be required, with the delivery of services normally provided by the other Environmental Health fieldwork teams.
14. To carry out such other duties of a similar nature as may be required by the Senior Environmental Health Officers, Senior Waste Management Officer and/or the Waste and Environmental Services Manager.

Special conditions

The post is a full-time permanent post (37 hours).

The post may require occasional work outside of normal office hours to meet the needs of the service.

This is a politically restricted post.

Pre-employment checks

DBS - Disclosure

Business Travel

Essential car user



Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Studying for a degree level or relevant higher level technical qualification	Essential	Application
HHSRS (Housing Health and Safety Rating System) practitioner's qualification	Desirable	Application
Full driving licence and access to a vehicle	Essential	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Experience in a field of environmental health, housing or in another relevant investigatory/ regulatory role	Essential	Application
Experience of working accurately to timescales and under pressure	Essential	Application
Experience of dealing with the public, commercial businesses and professionals	Essential	Application

Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Proven knowledge of Food Safety, Health and Safety, Public Health, Housing or Environmental legislation	Essential	Application



Description	Essential or desirable	Assessed through the application form or through the interview
Ability to investigate complaints regarding one of the above disciplines	Essential	Application
Knowledge of or ability to take appropriate follow-up action for example serving notices, prosecutions, issuing civil penalties etc	Essential	Application
Proven knowledge of Microsoft Office Suite (including Word, Excel, Outlook)	Essential	Application
Understanding of principals of good customer service	Essential	Interview
Highly effective communication skills (written and verbal)	Essential	Interview
Skilled negotiator with a range of people at all levels and in a variety of organisations	Essential	Interview
Enthusiastic and committed to achieving the Council's objectives	Essential	Interview
Knowledge of Planning and Development Control	Desirable	Interview
Knowledge of Idox Uniform software	Desirable	Interview
Experience of presenting reports to committee or information to the public	Desirable	Interview
Mediation skills	Desirable	Interview

Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Willing to be adaptable and flexible to meet the needs of the service	Essential	Interview
Able to respond positively to a diverse range of circumstances	Essential	Interview
Assertive and self-motivated	Essential	Interview



Description	Essential or desirable	Assessed through the application form or through the interview
Ability to work as part of a team and on own initiative	Essential	Interview
Politically aware and customer focussed	Desirable	Interview
Good interpersonal skills to develop and maintain effective relationships	Desirable	Interview