

LONDON BOROUGH OF REDBRIDGE ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title:	Environmental Health Practitioner		
Directorate:	Communities	Grade:	LBR 12
Department:	Community Protection and Regulation	Hours/weeks:	e.g. 36 hours/52.14 weeks
Function:	Environmental Health and Home Improvements	Post number:	CY0460,
Team:	Food and Health and Safety	Base/location:	Lynton House (with hybrid working)
Reports to:	Team Leader, Food and Health and Safety		
Responsible for:	Accountability on all elements of supervision/management, including quality and quantity of work; discipline; welfare, training, and development for up to 3 Trainee Environmental Health Practitioners and Regulatory Compliance Apprentices.		

Role and Context

Overall Role Purpose:	<p>To undertake Environmental Health regulation and enforcement activities to discharge the Council's statutory functions to protect and enhance the safety, health, and environment of members of the public in Redbridge.</p> <p>To provide effective technical and professional guidance that enables the service to maintain the high standards and meet statutory requirements.</p> <p>To contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture.</p> <p>To ensure compliance with all Environmental Health related legislation through the application of technical and legal knowledge, investigation techniques and enforcement skills.</p> <p>To give expert professional advice and support to businesses promoting compliance through education, enforcement, and investigation of complaints.</p> <p>To lead projects or multi-disciplinary operational teams in high priority intel-led investigations</p> <p>In relation to the relevant postholder discipline:</p> <ul style="list-style-type: none"> - to carry out food safety inspections and other interventions at food premises - to carry out health and safety inspections, intervention, and project-based safety inspections. - to investigate incidents / accidents / infectious disease outbreaks to establish the cause and to prevent further cases. - to lead on environmental permitting, planning consultations. -
Role Context:	To advise, give guidance, undertake inspections/investigations and associated enforcement actions (where necessary these may be complex and in depth) on Environmental Health. To work as a specialist lead in connection with one or more of the relevant disciplines which includes: food safety/standard; occupational health and safety; infectious disease control; public health and statutory nuisances.

Key Accountabilities and Result Areas

<p>Strategy and Planning</p>	<ol style="list-style-type: none"> 1. To ensure the responsive and effective delivery of a high-quality Environmental Health Service to community, partners, and its stakeholders in support of the Council corporate priorities. 2. To lead and be responsible for carrying out allocated projects including their identity, recommendation, and development. To determine resources needed for performance of any project. To set time limits and ensure project tasks are carried out to time. 3. To produce reports with findings and recommendations for change on completion of projects. To consult and maintain liaison with stakeholders in the project. 4. To contribute to the development of targets and priorities in the Service Area Plan through discussion with Team Leader and colleagues. 5. To contribute to the review and development of the Council's Enforcement Policy for Civic Pride 6. To identify and support the Team Leader with ongoing service improvements. 7. Demonstrate a proactive approach when working towards achieving individual and team targets and understand how these fit into Council objectives.
<p>Operations and Support</p>	<ol style="list-style-type: none"> 8. To be responsible for carrying out reactive and proactive inspections, visits, and investigations in respect of the work areas listed in the role context. Where necessary these may be complex and in-depth and involve other enforcement interventions to secure compliance with legislative requirements. 9. To be training lead officer for allocated trainee officers, workplace apprentices or work experience placements, devising and coordinating training, liaising with training and accreditation bodies, and providing practical training, support, and career development. 10. To ensure timely and robust enforcement action in accordance with Council enforcement policies, dealing effectively with non-compliance and offences. 11. To carry out general surveys, sampling, monitoring and/or measurements that maybe required. To interpret data and use this where necessary to take legal action. 12. To give professional information and advice to business and the public in the complete range of Environmental Health regulatory controls. 13. On behalf of the Council to exercise enforcement powers and delegated authority including seizure of evidence, documents, goods, property (value unlimited) and prohibition of activities and be accountable for enforcement decisions taken. Some of these actions may require rapid decision to be made. 14. To prepare complex enforcement reports, exhibits and evidence and recommend appropriate enforcement actions. This may include work in default, prosecution, and the issuing Civil fixed penalties. 15. To prepare and serve legal notices and interpret and apply the law, statutory guidance and policies. Attend investigations and meetings, prepare, and give evidence in Magistrates or Crown courts, committee hearings, tribunals, public enquiries, or other formal hearings. 16. To assist with the work of other teams as and when required and to be interchangeable with comparable posts, as dictated by current service priorities.

<p>Systems and Process Development and Improvement</p>	<p>17. To anticipate, be aware and keep abreast of all changes (or proposed changes) in legislation and to advise the Council Environmental Health Services team accordingly and incorporate in written procedures as necessary.</p> <p>18. To ensure all information is recorded accurately and in a timely manner on the Council database to enable a clear audit trail of decision making.</p>
<p>Communication and Partnership</p>	<p>19. To maintain good public relations e.g., meeting interested groups, statutory bodies, trade organisations, making presentations to local community groups, other Council services, (e.g., Building Control and Planning), and local businesses in relation to health, safety, and the environment.</p> <p>20. Ensure communication with businesses and members of the public meet the highest standards to deliver a consistent and brilliant level of customer satisfaction, modelling best practice for less experienced colleagues.</p> <p>21. To work in partnership with internal/external enforcement agencies (e.g. LFB, Health and Safety Executive, Food Standards Agency, UK Health Security Agency, DEFRA, GLA) and seek out and participate in partnership provision of enforcement activities.</p> <p>22. To actively represent and promote the service at internal and external meetings and report back to Team Leader and team members.</p> <p>23. To be a full member and constructively participate in team meetings and service reviews to help develop new key priorities to deliver Service Plan and Council objectives.</p> <p>24. To actively identify key performance and achievement and to prepare related press briefings for approval and dissemination through the borough's press offices.</p> <p>25. To draft Cabinet Member briefing papers for approval on the work of the Service.</p> <p>26. To contribute to the development of publicity material and promotion of the service to meet and manage customer expectations.</p>
<p>Performance and Standards</p>	<p>27. To ensure the Council's statutory obligations are met in accordance with Council policy, having regard to cultural differences, diversity, and interests of all the sectors of the community.</p> <p>28. To use computerised and other information systems within the group ensuring compliance with GDPR procedures to protect data integrity and to comply with IT security policy.</p> <p>29. As an officer with extensive enforcement powers to maintain a comprehensive knowledge of Environmental Health legislation, local and national and government policies and guidance PACE, Regulation of Investigatory Powers Act 2000 (RIPA) and the Criminal Procedures and Investigations Act 1996 (CPIA) and to apply these in the role of (level 6) Environmental Health Practitioner.</p> <p>30. To undertake out of hours work as required for the performance of Environmental Health, including the monitoring and compliance of smoke-free premises.</p> <p>31. To undertake continuous professional development and maintain own professional competencies. To retain registration and/or chartered membership of CIEH.</p> <p>32. To act as a mentor to disseminate expert knowledge and contribute to the training and development of other team members, particularly Trainee Officers, Apprentices and work placement trainees.</p>

	<p>33. To maintain personal safety and contribute to Health and Safety within the service and to ensure the safety of self, staff, and members of the public.</p> <p>34. To be responsible for self-development, including identification of appropriate training needs and matters identified through the performance management process.</p> <p>35. To comply in all respects with the General Data Protection Regulation, ensuring the safety and confidentiality of all information, evidence, commercial and personal data that is the responsibility of the Service to hold and protect.</p> <p>36. To carry out duties specified in relation to the post in the Emergency Plan, Business Continuity Plans, and other associated documents.</p> <p>37. Assist in the preparation of all relevant statutory and non-statutory returns.</p>
<p>Key Performance Outcomes</p>	<p>38. To ensure agreed performance measures and targets identified in an annual performance appraisal process are achieved.</p>
<p>Resource Management</p>	<p>39. To ensure the safe keeping, maintenance and use of all equipment, including computers, evidence books and materials and data files used in field locations.</p>
<p>Corporate Accountabilities</p>	<p>All employees of the Council should undertake and conduct their work with due regard to the corporate accountabilities (available on the Redbridge Council intranet website). These include responsibilities for outcomes regarding Equality, Conduct & Behaviour, Health & Safety, Data Protection, Safeguarding and Customer Care.</p>
<p>Flexibility</p>	<p>The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required by the line manager, which are broadly commensurate with the job level and scope of competence.</p>

Person Specification		A-I-T	Weighting
Knowledge & Experience		<i>Method of candidate assessment: A = Application form I = Interview T = Test Weighting: 3 = most important, 2 = least important</i>	
Statutory or Mandatory qualifications:	Accredited degree in Environmental Health or equivalent (Level 6) qualification or Depending on discipline Registered Food Safety Practitioner Evidence of Continuous Professional Development including Membership / Chartered Membership of the Chartered Institute of Environmental Health.	A A	3 3 2
Educational Ability	Educated to degree level, specialist field qualification desirable e.g. diploma in Acoustics, HHSRS training, NEBOSH.	A	2
Key Subject or Content Areas (Inc.: Desirable Qualifications)	Experience of Enforcement services within the public or private sectors	I	3
	Experience of formal enforcement action including report preparation, evidence gathering, collation and assembly of disclosure files.	I	3
Knowledge / Experience	In-depth knowledge of Environmental Health enforcement responsibilities and legislation	I	3
	Experience of involvement in project led enforcement activity	I	2
	Experience of achievement through partnership working	I	2
	Well-developed interpersonal skills with the ability to quickly form effective working relationships.	I	3
	A well-developed understanding of a wide group of Council and external Agencies to deliver effective service solutions to a diverse group of service users.	A-I	3
Supervision	Ability to coordinate the work of the team on a day-to-day basis to ensure team activities are completed effectively to required standards.	I	3
	Ensure that the team maintain positive relationships with internal and external customers.	I I	2 2
	Support formal and informal learning and development opportunities to aid operational delivery and staff understanding and ability.	I	2
Skills / Abilities	Able to evaluate and analyse information and make decisions in circumstances where issues are not clear cut.	I	3
	Able to work to specific timetables and understanding the importance of delivering work to statutory timetables.	I	3
	Able to take responsibility for the development and implementation of projects and initiatives, involving partners from other agencies and external organisations.	I	2
	Able to communicate and effectively influence others at all levels and across a variety of professional groups and organisations.	A-I	3
	Able to write and present complex evidential reports in a variety of settings including courts, tribunals, team, and Committee meetings.	A-I	3
	Able to work in a calm, professional manor to defuse potential confrontation along with the ability to deal with people who are distressed or angry.	I	3
	Able to negotiate and demonstrate patience, and tact.	I	3
Corporate Behaviours	The Council has a set of behaviours that all employees are expected to deliver in the performance of their role. The behaviour framework can be found on the Councils internet page, and these should be reflected in your application and the way you work. As part of an individual's personal development Redbridge expects employees of all levels to be continuously developing these core behaviours.	A	3
Effective and Collaborative Team Working	To take responsibility for personal development and actively participate in all learning and development.	A-I	3
	To participate in the ongoing development, implementation, and monitoring of service plans.	I	2
	To support and contribute to value for money, change, service efficiency and improvement.	I	3

Working Pattern and travel	The EHP will spend not less than 50% of the working time enforcing and evidence gathering at trade premises, residents and offices		3
Safeguarding and Disclosure	Commitment to promote the health and welfare of children and vulnerable adults and a commitment to prevent abuse, harm, and exploitation in all areas of service delivery.		3
Special Factors or Constraints	EHP will need to have means to travel and transport goods, equipment, and IT equipment to sites around the borough and neighbouring areas.		3
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