



London Consortia Programme Student Environmental Health Practitioner Job Description

Normal location of work: A London borough council or another site as requested by the London Consortia Programme.

Section 1 – Main objective of work experience/placement

1. To work under the general direction of the designated officer within the assigned authorities and appropriate supervising officers to study for an accredited BSc (Hons) or MSc in Environmental Health.

Section 2- Duties and responsibilities

1. To undertake and successfully complete a BSc/MSc Degree in Environmental Health on a Course accredited by the Chartered Institute of Environmental Health (CIEH) to secure qualification.
2. To undertake and pass the CIEH professional examinations including satisfactory completion of the experiential learning portfolio to secure qualification.
3. To undertake and co-operate in all necessary practical training required within allocated authorities to secure the above qualifications.
4. To co-operate with the university, allocated authority and the Association of London Environmental Health Managers (ALEHM) in monitoring progress throughout the period of training.
5. To visit local authorities and other establishments in order to complete any identified training.
6. During placements, to assist officers in all aspects of Environmental Health and work under supervision. This may include the following:
 - The investigation of complaints and, where appropriate, taking of statements from members of the public.
 - The inspection of premises and land, and the enforcement of legislation.
 - The taking or collection of samples and delivering them to laboratories, and undertaking a range of monitoring activities as required.
 - The organisation and operation of educational campaigns.

- The preparation/production of letters and reports, production of witness statements, attendance at court and other legal forums as required.
- The interviewing under caution of alleged offenders.
- Attendance and participation at Committee, Sub-Committee meetings, working parties and other departmental meetings as required.
- To maintain operational records including data input and other such records as directed.
- Be responsible for, and make use of, equipment and protective clothing available to assist in the duties of the post.
- To carry out visits to premises unaccompanied for the purposes of environmental health functions.
- Lead and be responsible for projects as assigned.
- Carry out specialist research and analytical duties as required. Make recommendations on appropriate courses of action.
- Carry out duties of the Council under delegated authority or as assigned.
- Participate in the development and updating of quality, management and information systems.
- Keep abreast of current legislation and technical programs.
- Carry out other duties within the scope of the post as may be required by the exigencies of the services.
- To work outside normal office hours, including weekends, if required, to fulfil the duties and responsibilities of the post.
- Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Section 3 – Other duties

1. Equal Opportunities

The Consortia is committed to principles of equality of opportunity for all in terms of environmental health service provision and employment. As a student supported by the Consortia, it is your responsibility to ensure equality of access to jobs and services to women, black/ethnic minorities, lesbians and gay men and people with disabilities, regardless of marital status, age, creed/religion and unrelated criminal conviction. You will be expected to play a leading and proactive role in the implementation of Equal Opportunities at Work.

2. Health and Safety

All staff have a responsibility to ensure the health and safety of persons at work and members of the public in premises or sites controlled by the allocated authorities. This will apply to you while working within the allocated authority.

The methods of achieving this will be by the provision of safe systems of work, safe and healthy conditions and environment, and including such information, training, instruction and supervision as is necessary to achieve these objectives in accordance with Safety Legislation and the relevant Council Safety Policy.

Section 4 – Signatures

Student name (print): _____

Student signature: _____

Date: _____

Name (on behalf of CIEH/ALEHM) _____

Signature _____

Date: _____

Person specification

1. Title: Student Environmental Health Practitioner
2. Criteria: Applicants will be expected to show their ability to meet the following criteria (those marked S will be used to shortlist applicants):

Category	Essential Requirement	S
1. Equal Opportunities	Commitment to implement Equal Opportunities Policies.	S
	An awareness of equal opportunities issues.	S
2. Knowledge	A broad understanding of environmental health issues.	S
	An understanding of environmental health within local government or private sector.	
3. Aptitude	Ability to respond to a Council's commitment to public service and exercised delegated authority.	
	Ability to communicate effectively both verbally and in writing, and dealing with enquiries from the public, Members or Councillors, M.P.s and others in a positive and constructive way.	S
	Ability to update quality and management information systems and the use of new technology.	
4. Skills	Ability to accurately record and collate information including familiarity with IT methods.	
	Ability to manage different priorities and demands.	
	Ability to communicate with a variety of different groups including the public, businesses, voluntary organisations etc.	S
	Ability to understand and take part in legal proceedings; interpret reports and technical information.	
5. Experience	Ability to organise own study, assignments and workloads as part of formal studies and practical training.	S

6. General Education	<p>Be studying for a CIEH accredited BSc (Hons) (and be in year two or later) or MSC in Environmental Health (and be in year one or later).</p> <p>Willingness to undertake further training.</p>	S
7. Personal Qualities	<p>Ability to work as part of a team and as individual.</p> <p>Flexible, methodical and innovative approach.</p>	
8. Circumstances	<p>Be available to conduct investigations out of office hours.</p> <p>Be able to work for the allocated authority during non-term times or other establishments as guided by the Consortia.</p>	S
9. Physical	<p>Generally must meet an authority's requirement for the post.</p> <p>Able to carry and transport equipment.</p>	