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Instructions

This candidate pack has been created to help you prepare for the recruitment of your new environmental health apprentice. It includes example text that will enable you to effectively describe to potential candidates the nature of the role and how it fits into your organisation. While we have highlighted the obvious points where information relating to your role and organisation should be inserted, you can also edit this as you need to and use only those elements that are required.

Student Environmental Health Practitioner (Apprentice)

* **Salary:** [INSERT]
* **Grade:** [INSERT]
* **Organisation name:** [INSERT]
* **Date:** [INSERT]

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8. Introduction

As part of setting the scene and presenting the role and its place within your organisation, why not add a personal introduction? Tell candidates about yourself and your career, what you love about your role, and the place you work.

Let them know what it is you’re looking for in the ideal candidate – a passion for the environment? Are they motivated by improving the health and wellbeing of others?

1. About the business/service

Include any relevant corporate information and values as part of this section.

If your organisation is abusiness, describe:

* Its ethos
* What it aims to provide to the market
* its growth strategy
* what sets it apart from its competitors

If your organisation is aservice, consider answering the following questions:

* Do you take a proactive approach towards regulation?
* Does your local authority provide primary authority advice to major brands the candidate may have heard of?
* Has the service won any awards or participated in any interesting or innovative projects?
* Does it work collaboratively with other regulators and authorities?
1. About the role

Our [INSERT team i.e. Private Sector Housing Standards team] is looking for a talented individual to study towards a degree in Environmental Health via a tailored apprenticeship programme. Working in collaboration with [INSERT university], the postholder will gain a BSc (Honours) degree, which takes place over four years. Following completion of the course starting in [INSERT date], the successful applicant will have the opportunity to become registered as an Environmental Health Practitioner (EHP)..

Combining both classroom and practical learning, the postholder will benefit from ‘hands-on’ experience supporting the [INSERT team], and further develop their knowledge and acquire necessary practical skills as an EHP.

Offering an opportunity to develop within the business/service, we are looking for someone who is ambitious, innovative and presents a strong level of interpersonal skills, whilst sharing the same values as we do.

In addition to the areas listed in the job description/person specification, your application will also benefit from demonstrating the following skills and experience:

 **Key success criteria**

* Knowledge of the core areas of environmental healthAn understanding of the business’ vision or corporate aims of the local authority
* Experience of writing reports and documents within a given deadline

To qualify for the apprenticeship, you will need:

* Grade 4 / C or above in English and Maths GCSE (or other level 2 equivalent)
* 96 UCAS points (typically at grades CCC – A level or level 3 equivalent)
* Minimum of one science or technology-based subject at A level, this can include psychology (contact the course provider for specific requirements)

**About the degree**

The Environmental Health (Apprenticeship) BSc (Honours) degree is a professional programme that will prepare you for a career as an EHP in the UK’s public or private sectors. You will gain the knowledge and skills to assess and apply effective solutions to improve environmental and public health in a variety of settings.

* **Start date**: [INSERT]
* **Duration**: four years full-time
* **Attendance:** full-time degree apprenticeship via blended learning
* **Fees:** there is no cost to do the degree apprenticeship for the apprentice/student
* **Salary:** you will earn between £[INSERT]
* **Course leader:** [INSERT]

Through your studies on-campus and experience in the workplace, you will explore the relationship between professional, domestic and leisure environments and how they impact on the health and well-being of individuals and societies. You will also cover a range of topics including public health, food safety, environmental protection, private sector housing improvement and occupational health and safety.

Your studies on campus and experience in the workplace will be divided per week by the following:

Year 1: [INSERT] days attendance per week (for 24 weeks i.e. the academic year), with the remainder of days in the workplace.

Years 2-4: [INSERT] days attendance per week (for 24 weeks i.e. the academic year), with the remainder of days in the workplace

1. Job description
* **Job title:** Student Environmental Health Practitioner (Apprenticeship)
* **Business or service area:** [INSERT e.g. private sector housing standards]
* **Directorate:** [INSERT]

 **Description of role**

The post requires the post holder to study for a degree in Environmental Health (Apprenticeship) BSc (Honours) course with [INSERT university], while also working as an apprentice covering all aspects of environmental health practice. This is a four-year degree programme and upon successful completion will give the post holder the opportunity to become registered as an EHP.

 **Overall purpose of job**

Successfully obtain a place at [INSERT university] on the Environmental Health (Apprenticeship) BSc (Honours) course commencing [INSERT date]. On days and periods where there are no taught classes at the university or programmed study periods, undertake work in the [INSERT name of business or service] to develop the practical skills of an Environmental Health Practitioner.

To contribute to the service objectives of the [INSERT team/division. Also include key objectives/aims/vision of the service].

 **Job context**

1. The post holder reports to the appropriate Team Manager, Principal Officer or Senior Officer in the team.

2. The post holder may be required to work evenings, weekends and occasional public holidays in order to meet service requirements. He/she will also be expected to work remotely in the field or at any suitable office location.

3. To regularly attend university as required to successfully complete a programme of study and achieve the relevant academic award within the time frame required.

 **Key tasks and accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties, which may be required from time to time.

1. Successfully obtain a place on the [INSERT course provider] Environmental Health (Apprenticeship) BSc (Honours) course commencing September [INSERT year] 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. On days where there are not taught classes at the university, undertake work in the Environmental Health team, building on the taught knowledge of the degree to develop the practical skills of an EHP. This will cover all aspects of environmental health.
3. 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, dependant on relevant stage of knowledge and experience and subject to service requirements.
4. Assist officers with and progress to undertake independently, proactive inspections, compliance visits, investigations, surveys, sampling and interventions in commercial and domestic premises and the wider environment, as directed by other officers.
5. 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.
6. Analyse and interpret data and information and implement decisions on a broad range of activities across the service area, as directed by other officers.
7. As knowledge and competence develops, communicate with residents and businesses to advise them on the relevant legal provisions and best practice recommendations for environmental health issues, using a variety of methods including face-to-face, via telephone, email and in writing.
8. 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.
9. 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.
10. 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.
11. Person specification

**Important information for applicants**

The criteria listed in this person specification are all essential to the job. Please give specific examples wherever possible. [INSERT whether candidates will be assessed by application or interview against the criteria below]

 **Knowledge**

1. 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. 2. Awareness of the core areas of environmental health and how environmental health practitioners secure improvements e.g. through informal and formal routes including enforcement. 3. An understanding of the rationale for carrying out inspections/audits and investigations and

4. An understanding of the organisation’s vision and corporate aims.

 **Qualifications**

5. Grade 4/C or above in English and Maths GCSE (or other level 2 equivalent).

6. 96 UCAS points (typically at least grades CCC at A – Level or Level 3 equivalent) with a minimum of one science or technology-based subject i.e. Chemistry, Biology, Human Biology, Physics, Geography, Geology, Environmental Science, Nutrition, Food Science or similar as some courses may expect psychology.

7. Relevant or prior experiential learning may also be considered as an alternative but would be subject to agreement with the university.

**Experience**

8. Experience of providing advice and assistance to customers and clients.

9. Experience of working in a team to provide a service.

10. Experience of writing reports and documents within a given deadline.

**Skills and abilities**

11. Ability to work in and contribute to the organisation of the team.

12. High degree of literacy and numeracy skills.

13. Ability to support and assist colleagues in resolving cases.

14. Ability to implement change.

15. Ability to communicate effectively at all levels in a clear and concise manner.

16. Ability to manage workload and casework to timescales and agreed outcomes.

17. Willingness to investigate service requests, identify risks, defects, issues and apply correct legal and technical remedies.

18. Ability to use databases and understand and interpret electronic information accurately.

19. Ability to build effective and productive working relationships with colleagues and partners at all levels.

20. Ability to work flexibly within a team.

21. Ability to support team development.

22. Ability to take appropriate action to improve the service and make decisions within area of competency.

23. Ability to use equipment and IT applications.

**Personal style and behaviour**

24. Commitment to achieving equal opportunities in both employment and service delivery.

25. Willingness to make well-informed, evidence based decisions.

26. Commitment to delivering an effective, improving and high quality service.

27. Makes positive contribution in all aspects of work.

28. Champion a learning culture with an understanding of different learning styles.

29. Effective interpersonal skills with excellent communication ability.

**Other special requirements**

30. The post holder will be required to work flexibly at various locations including some evenings, weekends and public holidays in order to meet service requirements.

Occasionally, post holders will be required to deal with difficult customers and may be required to visit premises that are filthy and verminous or overcrowded. 31. The post holder will also be required to participate in other internal and external training courses relevant to the role, as necessary.

32. This post is subject to an enhanced DBS check.

33. This post is exempt from The Rehabilitation of Offenders Act (1974).

1. Our mission, values and behaviours

[INSERT company behaviours and values]

1. Recruitment process

**How to apply**

To apply for this position, you will need to complete your application by [INSERT date] and include:

* Information demonstrating how you meet the competency requirements
* An explanation of how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria set out in the person specification

 **Recruitment process**

The Recruitment Team will acknowledge your application and advise you of the outcome following the shortlisting meeting.

Applications will be reviewed by the panel to select those that meet the criteria of the job description and person specification.

Depending on the number of applications received we may hold a two-stage selection process.

Should you be shortlisted to the next stage, you will be provided with full details of the next steps in the selection and assessment process.

Where possible the Recruitment Team will provide feedback. However, depending on the volume of applications received, it may not always be possible to provide individual feedback to all candidates.

Interviews will be held via Skype/Zoom or face-to-face dependent upon the need to exercise social distancing where possible. You will be advised of the format in advance. If you are required to prepare a presentation for any part of the interview process, you will be given at least one week’s notice.

 **Further information**

If you have any questions about the role or would like to discuss the position further, please contact [INSERT name and details].

 **Recruiting timetable**

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in your application.

The anticipated timetable is as follows:

* Advert closing date: [INSERT]
* Interviews to be held on: [INSERT]
* Start date: [INSERT]