

Job Profile (Health & Safety EHO)

Job Title: Health and Safety Environmental Health Officer

Job Grade: Level 4, Zone 1

Salary range: £38,297 - £44,424

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. This role will contribute to the delivery of Health and Safety function(s) within the Health and Safety Team including managing effective investigation and resolution of cases.

About the role

- Carry out routine or unplanned visits and inspections to ensure compliance with relevant legislation.
- To take the lead for developing, implementing and enforcing policies in connection with the health and safety function.
- Determine the most appropriate intervention to be taken to resolve a request for assistance, whether this be informal or initiating legal proceedings involving the preparation and giving evidence in court.
- Keep abreast of all relevant new and draft legislation, advice, regulations, training updates and other developments relevant to delivering the Council's Health & Safety service.
- Responsible for the timely investigation of service requests, including programmed inspections and use of appropriate interventions in line with the Camden Plan priorities and enforcement policies.
- To be self-directing and to take responsibility for your own learning and development and be confident to identify opportunities for innovation to improve the service in terms of creating and improving policies and procedures, particularly through the evaluation and review of case work performance and customer feedback.
- Assist in the identification, design and delivery of projects that improve the services response to reducing risks and impact of non-compliance with legislation on the community.
- Identify learning from external sources to improve delivery of the Health and Safety service and propose improvements.
- To investigate and manage caseload with competing priorities.
- Provide advice and assistance to householders and businesses.

About you

- Essential: hold a BSc/MSc or Diploma in Environmental Health and hold the EHRB Certificate of Registration/Diploma in Environmental Health.
- Essential: hold competency in health and safety in accordance with the Health and Safety competency framework with recent experience of delivery and training for role requirements.
- The Health and Safety EHO will be the responsible authority for public safety for licensing and will share this role with the Principal Officer.
- Have a good knowledge/understanding of the legislative framework relevant to the team and experience in its application to casework in order to:
 - Identify and secure innovative interventions in the investigation of complaints and other enquiries.
 - Prepare and write clear reports, specifications and other documentation relevant to legislation and service of notices.
 - Effectively monitor the progress of works/actions required by informal/formal action.
 - Report and recommend enforcement action for failure to comply with requirements of legislation and statutory notices.
 - Attend court, prepare and give evidence as required; and participate in PACE interviews.
 - To have good observational and investigation skills; and the ability to carry out inspections relevant to the work area, at times outside normal core working hours.
- Ability to take an organised approach to own workload whilst dealing with conflicting priorities and to ensuring a customer service focused approach.
- Experience of working collaboratively with internal and external partners to identify innovative and creative approaches to complaints and Camden objectives.
- Demonstrate good customer care and communication skills in explaining complex and technical issues accurately, clearly and concisely both orally and in writing when dealing with all service users.
- Capacity to show resilience and tenacity in the face of difficult cases and work effectively to resolve these.
- Experience of dealing with the public, face to face and ability to defuse confrontational situations.
- Demonstrate your involvement and participation on projects as part of a team, and identify how this has led to a successful outcome.
- Knowledge of and ability to manage sensitive intelligence and information securely.

People Management Responsibilities:

There are no formal management responsibilities for this role.

Relationships:

Reports to the Business and Consumer Services Manager.

Case supervision and work allocation will be undertaken by the Health and Safety Principal Officer.

To be effective in the engagement and communication with key stakeholders, including but not restricted to:

- Businesses
- Cabinet members and ward councillors
- Directorates and services across the Council
- Government departments and other local authorities, especially the Greater London Authority
- Government agencies including Health and Safety Executive, Food Standards Agency, Public Health and Environment Agency
- Local community groups
- Local and national businesses / business representatives
- Police
- Work collaboratively with staff in other teams

Work Environment:

- The role will be based in our offices at 5 Pancras Square where staff are expected to base themselves alongside colleagues, with a significant amount of time on-site investigating complaints, carrying out inspections and attending external meetings.
- The role will involve lone working in a diverse range of environments, some potentially hazardous or sensitive in nature. A thorough understanding and adherence of the Council's Health and Safety Policy and guidance is imperative. You will know how to handle a wide range of situations and be prepared to receive advice and training to enhance your skills.
- The post holder will be expected to work independently and with minimal supervision, and will be seen to apply sound judgement and a commitment to delivering excellence and a high quality service to community of Camden. However, may require guidance from senior officers on occasion.
- The post holder is required to work in a busy and demanding office environment with competing demands and priorities, working flexibly to meet individual and service objectives.
- The post holder may be required to work at weekends, early mornings or in the evenings particularly if the working model for the team includes out of hours arrangements.
- The post holder will work in an agile way in line with the Council's move to a flexible and paperless work environment, prioritising their own work within the empowered and enabled team culture, recognising and utilising the expertise of others where appropriate.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and Ethnic Marginalised groups, those who identify as LGBT+, neurodiverse and disabled people. For further information on our commitment to Diversity and Inclusion please go to [click here](#)

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.