

Role title: Environmental Health Apprentice
Service: Housing and Environmental Health and Licensing

General description of role

The post requires the postholder to study for a degree in Environmental Health with the University of Middlesex, while also working as an apprentice covering all aspects of environmental health practice focusing on private sector housing. This is a 4-year degree programme and upon successful completion, would give the opportunity to gain professional status as an Environmental Health Practitioner.

Responsibilities of role

1. Successfully obtain a place on the University of Middlesex Environmental Health (Apprenticeship) BSc (Honours) course commencing September 2021 and undertake the programme of study over the full 4 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 Housing and Environmental Health team, building on the taught knowledge of the degree to develop the practical skills of an Environmental Health Practitioner.
3. Assist and support other members of the Private Sector Housing team and Environmental Health team to deliver services including public health, housing and grants 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, using a variety of methods including face-to-face, via telephone, e-mail and in writing.

8. As knowledge and competence develops, liaise with other Council services such as Planning, Legal and Licensing to achieve compliance and 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.

Person Spec

Qualifications

Grade 4/C or above in English and Maths GCSE (or other Level 2 equivalent).	E
90 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.	E
Relevant or prior experiential learning may also be considered as an alternative but would be subject to agreement with the University.	D

Experience and Achievements

Knowledge of the nature and scope of environmental health / private sector housing work.	E
Experience of carrying out inspections, investigations or dealing with complaints.	D
Local government or regulatory experience.	D

Role required competencies and behaviours

Excellent communication skills (verbal, written and presentation skills).	E
Collaborative approach, capable of influencing and being assertive in appropriate situations.	E
Self-motivated with effective time management skills and ability to meet deadlines, including the ability to prioritise and work methodically and accurately.	E
Ability to produce clear, concise reports.	E
Investigative and analytical approach.	E
IT literate (Word, Excel, PowerPoint, databases).	E