

Environmental Health & Licensing Graduate : JOB DESCRIPTION

Job Summary	
Grade	9
Responsible To	Senior Officers and Team Leaders
Responsible For	N/A
Job Purpose	<p>Environmental Health Graduate</p> <p>The post requires the postholder to help, support and personally develop within the Environmental Health & Licensing Service. Each Graduate will work in either of the following disciplines/teams:</p> <ul style="list-style-type: none"> • Environmental Protection & Enforcement • Food, Safety & Licensing <p>But may from time to time, be required to work across the wider service as and when required.</p> <p>The Postholder will be expected to undertake training and development to enable them to become qualified and experienced in the relevant technical areas, carry out research and embrace new ways of working/working smarter as well as protecting our communities. This will include learning and development as part of a formal apprenticeship scheme (such as The Higher Certificate in Food Premises Inspection or the Regulatory compliance officer -level 4).</p>
Location of Job	This post is based at Dereham and will involve regular travel both within the district and beyond, including travel to University/Course provider where necessary (but the majority of the learning may be remote).
Directorate/ Service Area	Environmental Health & Licensing
Description of Duties	
Primary Functional Objectives of the Role	<ul style="list-style-type: none"> • Successfully obtain a place/s on relevant training and development courses and actively research and study to ensure the postholder becomes suitably qualified and develop their working knowledge and practical experience. • As well as undertaking training and development, undertake work in the assigned team (and where necessary the wider Environmental Health & Licensing Service) to support day to day front line service provision, increasing skills and technical, theoretical and practical knowledge and skills • Assist and support other members of the Environmental Health & Licensing team to deliver services. This may include business planning, back office functions, data input and effective business management, smarter ways of working, projects, studies and research. • Assist officers with and progress to undertake independently, proactive inspections, compliance visits, investigations, surveys, sampling and

	<p>interventions in commercial and domestic premises and the wider environment, as directed by other officers.</p> <ul style="list-style-type: none"> • 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. • Analyse and interpret data and information and implement decisions on a broad range of activities across the service area, as directed by other officers. • 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. • Acting in accordance with our corporate and team priorities, corporate enforcement policy and adopting a 'staged approach' to enforcement/compliance. • As knowledge and competence develops, liaise with other Council services such as Planning, Legal, Communities, Regeneration & building control to achieve compliance and improved outcomes for businesses and residents. • 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. Assisting with risk assessments, enforcement work, event safety and service of fixed penalty and enforcement notices (including community protection notices and community protection warning notices) • 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. • assistance to other officers to help them investigate offences. This may include some research/investigatory work/intelligence and evidence gathering.
--	---

	<ul style="list-style-type: none"> • Work unsociable hours as necessary to maximise the effectiveness of service delivery. • Help and support other areas of work within the wider team, as requested by your Team Leader/Senior Management. • To comply with the council's constitution and policies • As an employee of Breckland Council you must comply with the Health & Safety policy and attend the compulsory Health & Safety training as and when requested. • You will be required to undertake any necessary training to enable you to perform your duties effectively. • You will need to have a full driving licence and use of a vehicle for work purposes. • <i>Ensure compliance to all policies, procedures, standard operating practices, with recommendations for action and continuous improvement.</i>
Primary Line/Performance Management Objectives of the Role (If Applicable)	This role does not directly manage
Primary Leadership Objectives of the Role (If Applicable)	This role does not directly manage

Environmental Health & Licensing Graduate: PERSON SPECIFICATION

Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Knowledge of the nature and scope of environmental health & licensing work 	<ul style="list-style-type: none"> Previous experience of dealing with the public in challenging situations Experience of carrying out inspections, investigations or dealing with complaints Local Government or regulatory experience
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> 5 GCSE's grade C/4 or above, including English & Maths or equivalent A Degree (science or environmental) 	<ul style="list-style-type: none"> A recognised relevant qualification Science based qualifications
Essential Behaviours	
Job Specific Behaviours (See the Behaviours Framework)	<ul style="list-style-type: none"> Collaborative: <ul style="list-style-type: none"> 'I look for ways to work in partnership with colleagues across services, Members and external partners #oneteam' 'I recognise the skills, talent and experience of others and reach out to them for their contribution and input' 'I listen supportively to the ideas of others, building on their ideas, while sharing my views and knowledge' 'I celebrate success with my colleagues' Ambitious: <ul style="list-style-type: none"> 'I am a proud ambassador for the Council, taking pride and responsibility for the work we do and encouraging others to do the same' 'I have an open mindset, take risks and explore new ways of doing things' 'My approach to work is filled with positivity and optimism' 'I work hard to build relationships inside and outside my own area of work' Results Driven: <ul style="list-style-type: none"> 'I am flexible ensuring I provide the best possible service, wherever and whenever is best for the customer' 'I am driven to achieve results and show courage and resilience even when things don't go to plan' 'I understand our council priorities and how I make a difference.' 'I keep to my promises and challenge myself and others to deliver high-quality services' 'I make sure I am clear on what I need to achieve, keeping a focus on results and solutions'

	<ul style="list-style-type: none"> • Empowering: • 'I show energy and drive to explore new opportunities and challenge the status quo' • 'I embrace new technology and look for new ways for our services to become digital not forgetting to be accessible for all' • 'I take responsibility if things don't go well and learn from it for my own and for the organisation's development' • 'I look for and act on opportunities where we can generate an income or drive down costs' • 'I appropriately challenge unacceptable behaviour' • 'I ask for help and support when needed' • Supportive: • 'I treat everyone with kindness, dignity and respect, valuing their thoughts, background and experience' • 'I understand and take care of my own well-being and of that of those around me.' • 'I treat others as I would want to be treated myself ensuring I am welcoming, friendly and approachable' • 'I care for my colleagues, taking an interest in them, showing support for their personal identities and what's important to them' • 'I trust colleagues to do their job knowing this may not always be visible in a traditional 9-5 work pattern' • 'I give time to colleagues who need help or support, even when the pressure is on'
Health & Safety (exposure to risk)	
<p>The post is exposed to occasional unavoidable risks including:</p> <ul style="list-style-type: none"> • Inspection of properties that are infested with pests, or with trip/slip hazards • Enforcing warrants of entry at unsociable, or non-office hours • Dealing face to face with difficult situations that may be confrontational such as the service of Notices/Orders and giving evidence in Courts of Law • Emotionally Demanding Situations 	

This job description is not exhaustive. It will be necessary to perform any other reasonable tasks and duties as assigned where it is in the wider interest of the service/organisation.

The job description outlines the current position and will be subject to review in the light of development within the service, in consultation with the post holder as detailed in your Contract of Employment.

This Job Description and Person Specification was reviewed by the Environmental Health & Licensing Manager in June 2025.