

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE: Law and People
SERVICE: Environmental Services
POST TITLE: Apprentice Environmental Health Officer
GRADE: Scale 2 - 5
REPORTS TO: PEHO Business Compliance/ Environmental Protection

The postholder will require an Enhanced DBS Disclosure

JOB SUMMARY

Working initially as an entry level member of the Environmental Health team and helping colleagues to fulfil the Council's statutory responsibilities to deliver an effective and responsive service to members of the public and businesses in the district. You will combine this with studying via a CIEH approved BSc Environmental Health Practitioner Apprenticeship to become a qualified Environmental Health Practitioner, and as you progress through the apprenticeship, you will also gradually take on more responsibilities in your in-work role to increasingly assist the service in other work.

MAIN DUTIES AND RESPONSIBILITIES

General

To ensure adherence to the Council's Health & Safety Policy.

To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.

To comply with the Council's Employee Code of Conduct.

To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.

Specific Duties

Successfully obtain a place on a recognised University Environmental Health (Apprenticeship) BSc (Honours) course 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. Failure to obtain a place on a recognised apprentice course will result in the offer of the apprenticeship being revoked. Failure to complete your study within a satisfactory level or to a satisfactory level will result in a review of this post. Attend and pass the part time 4-year BSc (Hons) in Environmental Health qualification at a level 6 which allows completion and award of an Apprenticeship Certificate to meet the National Apprenticeship Standard for an Environmental Health Practitioner (Integrated Degree) Level 6.

To assist the Environmental Health team by undertaking administration and providing technical support in the delivery of environmental health functions, including accompanying and assisting professional officers on inspections and visits.

To be a point of contact to deal with general enquiries appropriate to your knowledge and understanding in the service area you are working, via telephone, email, letter and in person, and where necessary, referring to other officers in the team.

To help generate correspondence as required, and as directed by colleagues in the Business Compliance, Environmental Protection & Housing Standards Teams, to ensure individual residents and business needs are met by the service.

To give a positive impression of the Council and the Environmental Health Service and to establish and maintain positive relationships with internal and external customers and contacts.

To work with colleagues in the Environmental Health teams to deliver high-quality, cost-effective services.

To progressively help to deliver the work of the Environmental Health Service as your skills and understanding of the profession and work develops, albeit subject to your abilities at the time.

To properly understand and use the various information technology and data systems used by the Environmental Health Service and to accurately and appropriately record information onto the key databases.

To undertake research into specific topics and present results and conclusions in an agreed format to the appropriate target audience both in and outside of the Environmental Health Service.

To assist with the coordination and implementation of the work and projects required by the Environmental Health Service.

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

There may be a requirement to spend periods of time with neighbouring local authorities, or other organisations (e.g. Environment Agency, Derbyshire County Council etc.)

To hold a clean driving licence and the ability to travel around the district and beyond

Date Issued: September 2026

Issued by: J Betts