

Job Title: Public Health Officer

Post Number: RG0077

Service / Section: Public Protection

Grade: 6

Overall Job Purpose:

The primary role of the post will be to support the provision of a comprehensive infection prevention and communicable disease control service and provide advice on infection prevention and control practices, procedures and policies.

The post holder will be highly visible in the delivery of infection and communicable disease prevention and control as well as working collaboratively with Environmental Health colleagues in carrying out food hygiene inspections, food, private water supplies and shellfish sampling.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

1. Oversee compliance with communicable disease and infection control procedures and policies, including surveillance in community settings, investigation of food poisoning outbreaks and cases of statutory notifiable disease
2. Respond to and investigate notifications / alerts from the Public Health Wales web based and incident management system currently known as TARIAN, and assessing the risk.
3. Provide infection prevention and control advice and support to different settings such as care services, passenger vessels, schools, and childcare settings etc. to ensure appropriate infection controls are in place.
4. Initiating enforcement and legal action under Public and Environmental health legislation, after referring matters to the line manager. These include the preparation and service of notices, preparing and giving evidence in legal proceedings. To undertake the required enforcement activity as necessary to achieve regulatory compliance ranging from informal advice to formal action and prosecution in accordance with Codes of Practices and guidance

5. Support Environmental Health Officers and other infection prevention colleagues in the prompt recognition, investigation, management and reporting of outbreaks associated with notifiable infectious diseases, communicable disease and food poisoning outbreaks.
6. Collate, validate and feedback data from audits and investigation activities to colleagues and management.
7. Maintain accurate and comprehensive records. Maintain premises files, case notes, and where appropriate prepare annual returns / prepare reports to other relevant agencies.
8. Carry out food hygiene inspections in accordance with the Food Standards Agency Code of Practice.
9. Carry out food, private water supplies and shellfish sampling.
10. To maintain competence and demonstrate CPD in accordance with professional standards & statutory requirements. Keeping currently informed in respect of new legislation affecting the work of the section.
11. Ensure full compliance with all relevant County Council policies and procedures (e.g. EU Procurement and the Council's Financial Regulations; Data Protection Act; Freedom of Information; Equalities Act 2010; Welsh Language Standards).
12. Comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.

The post-holder may be required to carry out any other responsibilities as appropriate with the nature of the post and its grade.

Person Specification:

**Essential (E)
Desirable (D)**

Education and Training

The minimum educational requirements/professional or vocational qualifications for the post:

1. Bachelor's degree or equivalent in relevant discipline – e.g. Nursing degree; sciences - Environmental Health; Public Health; or closely related. **E**
2. Willing to undertake qualification in Infection Prevention and control **E**
3. Willing to undertake qualification in higher certificate in food control or willing to undertake qualification in higher certificate in food premises inspection. **E**
4. Diploma / degree or masters in Environmental Health **D**
5. Relevant experience of working in an Infection, Prevention and Control team or Registered Nurse **D**

6. Qualification in infection prevention and control 7. Qualification in higher certificate in food control awarded by the Environmental Health registration board (EHRB). 8. Qualification in higher certificate in food premises inspection awarded by EHRB 9. Chartered Membership of the Chartered Institute of Environmental Health. 10. Certificate of Registration of the Environmental Health Officers Registration Board	D D D D D
Any specific training required for the post including Certification: 1. Willing and able to undertake any training appropriate to the role for its development. 2. Evidence of continuing professional development 3. Awareness of Government policy and thorough knowledge of established and new legislation pertaining to the Environmental Health Service.	E D D
<u>Key Competence Requirements</u> Job related knowledge: 1. Ability to understand and interpret the statutory regulations of the Environmental Health Service. 2. Has a good understanding of infection prevention and control issues. 3. Experience of effective working in partnership with stakeholders 4. 1 years post qualification experience in infection prevention control.	E D D D
Specific skills: 1. Ability to prepare reports, collating and presenting data as required and demonstrating meticulous attention to detail 2. Excellent verbal and written communication skills. 3. Excellent IT skills 4. Ability to lead and motivate people to improve performance 5. Ability to challenge and influence established beliefs and behaviours 6. Develop and implement evidenced based strategies, activities and practices. 7. Communicate effectively with colleagues, staff and stakeholders, in public settings and formal meetings 8. Ability to work with other organisations including Welsh Government, other Local Authorities, public bodies and the private sector 9. Exercising considered judgement in the provision of advice/recommendations	E E E E E E E E E
<u>Position in the Organisation:</u>	
Reports to:	Principal Environmental Health Officer – Food and Health and Safety
Staff Supervised:	None
<u>Working Arrangements and Conditions:</u>	

Working Week:	Any 5 out of 7 Monday – Sunday
Identified Work Base:	Anglesey
Contracted Hours:	37

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of

flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: October 2021

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision