



Post Title: Graduate Environmental Health Specialist

Grade: GLPC-G

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

To provide a premium Environmental Health regulatory service, protecting public health, safety and wellbeing.

Progression to an Environmental Health Officer post, (Grade H), will be subject to a post being available and you successfully completing your degree and/or apprenticeship and full CIEH EHP Registration within 24 months of appointment.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. To complete the Environmental Health degree and/or apprenticeship within 12 months of expected completion date.

4. To seek out and undertake a range of interventions across Environmental Health and Public Health areas to meet the requirements of the CIEH EHP pathway to obtain full registration within 24 months of appointment.
5. To provide an excellent Environmental Health service in line with the operational delivery plan. Working to standard internal procedures, to observe the statutory and other relevant provisions governing or affecting the Directorate and the service provided.
6. To undertake interventions and action as required by means of assessment, inspection, advice, education and enforcement activity. Duties may include risk and hazard assessment, inspection and premises visits, auditing, evidence collection and investigations. This may include attending Court and/or tribunals and working with challenging service users and citizens from a wide range of communities.
7. To develop and maintain technical knowledge, skills and competencies relating to the work of the team you are based with and applicable guidance and legislation to an elevated level of expertise in the subject area matter.
8. To strive to meet the Council's competencies and any subsequent performance frameworks to a level appropriate for the role. To be able to demonstrate highly efficient delivery of work, time management skills and the ability to prioritise and manage your own workload. To provide full and detailed evidence and information to line managers covering personal performance objectives, behaviours, and any other team indicators.
9. To participate in team activities and throughout the wider Council, by developing effective working relationships with other officers within the team and throughout the authority, as well as with service users, customers, partners, and other interested parties.
10. To take all reasonable care for personal health and safety and that of colleagues and other people affected by the work activities, in accordance with the Council's expectations and Health and Safety policy requirements and local departmental arrangements.

Numbers and grades of any staff supervised by the post holder: **None**

Postholder's immediate supervisor: **Principal Officer.**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the recording and creation, management, storage, and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.



This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

Produced by: Martin Cooke

Date: September 2026

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Areas Of Responsibility		A	I	T	D
Individual Leadership		✓	✓		
	Manage own workload and make decisions in unsupervised circumstances.		✓		
	Deal with conflict effectively; to listen, empathise, negotiate and be assertive in difficult situations.		✓		
	Communicate effectively with citizens and service users.	✓	✓	✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	✓	
	Be creative, to be able to identify problems and work to create solutions.	✓	✓	✓	
Collaboration	Working successfully in partnership across different sectors, building and maintaining good working relationships.	✓	✓	✓	
	To work as part of a team and contribute to team objectives.	✓	✓	✓	
	Actively working with others to improve collaboration internally and externally.	✓	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.	✓	✓		
Technical	To be in the final year of an Environmental Health degree (MSc or BSc) or have successfully completed an Environmental Health degree recognised by the CIEH.	✓	✓		



Requirement	Knowledge of Environmental Health and legislation relevant to the post.	✓	✓	✓	
	Ability to carry out general Environmental Health interventions and enforcement work.	✓	✓		
	Ability to carry out inspection and visits at a range of premises and homes across the city.	✓	✓		
	Knowledge and experience of using a wide variety of IT systems and software packages in order to record data and produce documents, maintain databases, case management and produce presentations	✓	✓	✓	
	Ability to communicate effectively in writing, to produce detailed and accurate letters, statements, official notices, and prosecution files.	✓	✓	✓	
	To satisfactorily pass an auditory test with Nottingham City Council's Employee Wellbeing service (or another testing organisation approved by Nottingham City Council), with hearing acuity in the normal range for a person of your age.			✓	✓
A - Application		I – Interview		T - Test	
				D – Documentary	

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