

Environmental Health Officer

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Environmental Health Officer  Grade Code 319X |
| **Remuneration** | The salary scale for the post is: €45,805; €48,442; €50,385; €52,365; €54,396; €56,460; €58,544; €60,629; €62,710; €64,798; €66,895; €69,040; €**71,181LSIs** (01/10/24) |
| **Campaign Reference** | **NRS14649** |
| **Closing Date** | **3pm on Wednesday 12th February 2025** |
| **Proposed Interview Date (s)** | WC Monday 24th March 2025 |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Location of posts will be specified at job offer stage  A panel may be formed as a result of this campaign for Environmental Health Officer from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Ruairi Farrelly, HR Officer, email [ruairi.farrelly1@hse.ie](mailto:ruairi.farrelly1@hse.ie), Phone 0877114590 |
| **Details of Service** | The National Environmental Health Service (NEHS) carries out a broad range of statutory and non-statutory functions related to the protection of public health and the environment including food control, tobacco control, cosmetic product safety, sunbed legislation, alcohol legislation, port health, consultation in relation to Planning/Environmental Impact Assessment, drinking water quality, etc.  While the NEHS has a statutory role in many environmental health functions, it also exercises functions in cooperation with other state agencies such as the Food Safety Authority of Ireland, the Health Products Regulatory Authority (HPRA) and agency agreements (formal and informal) with local authorities |
| **Reporting Relationship** | The Environmental Health Officer (EHO) reports to the Principal Environmental Health Officer (PEHO). |
| **Key Working Relationships** | The post holder will be a key member of the National Environmental Health Service and will develop effective working relationships with various internal and external stakeholders, including but not limited to, staff in the National Environmental Health Service (Local, Regional and National and other HSE departments and externally with agencies such as the Food Safety Authority of Ireland (FSAI), Department of Agriculture, Food & Marine (DAFM), Office of the Revenue Commissioners, Health Products Regulatory Authority (HPRA), Environmental Protection Agency (EPA), Uisce Éireann (UÉ) and Local Authorities (LA). |
| **Purpose of the Post** | Under the direction of the PEHO the EHO acts as a member of a team implementing and enforcing Health Service Executive policy and responsibilities. As part of the National Environmental Health Service the EHO promotes good environmental health practice and health protection by assessing, preventing and controlling in the main through statutory functions, environmental factors and conditions injurious to health. |
| **Principal Duties and Responsibilities** | *The Environmental Health Officer will:*   * Co-operate with the formulation and implementation of environmental health objectives and work programmes including scheduling workloads. * Maintain up-to-date records and furnish such reports as required by the PEHO. * Monitor, inspect, assess, evaluate, sample and act upon environmental health conditions injurious to health in his/her area as set out in the NEHS Annual Operational Plan and as directed by the PEHO. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Cooperate with student professional practice programmes as required. * Utilise, as required, technological aids and systems appropriate to the performance of his/her duties. * Protect health and promote health improvement by advice, education and enforcement of appropriate legislation. * Ensures the quality and output of their work is of the highest standard and co-operates with performance assessment and efficiency and effectiveness audits. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, etc.,and complies with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Participate in continuous professional development and training as required. * Act on behalf of the Senior Environmental Health Officer when required. * Undertake such duties appropriate to their office as may be assigned by the PEHO. * Be located at such a centre as may be approved by the PEHO. * As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a Designated Officer in accordance with Section 2 of the Act.  You will remain a Designated Officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application: -**  **1. Professional Qualifications, Experience, etc.**  **(A)**  **(i)** Possess a BSc. (Honours) in Environmental Health, at Level 8 on the National Framework of Qualifications (NFQ) maintained by Quality and Qualifications Ireland (QQI) from Technological University Dublin (TU Dublin).  **Or**  **(ii)** Possess a BSc. (Environmental Health), at Level 8 on the National Framework of Qualifications (NFQ) maintained by Quality and Qualifications Ireland (QQI) from Dublin Institute of Technology.  **Or**  **(iii)** Possess a B.Sc. Degree at Level 8 on the National Framework of Qualifications (NFQ) maintained by Quality and Qualifications Ireland (QQI) – University of Dublin and a Diploma in Environmental Health – Dublin Institute of Technology.  **Or**  **(iv)** Possess a Diploma in Health Inspection awarded prior to 10th December 1982, and recognised by the Minister for Health.  **Or**  **(v)** Possess an equivalent qualification validated by the Department of Health.  **And**  **(B)** Candidates must possess the requisite knowledge and ability, including a high standard of suitability and professional ability, for the proper discharge of the duties of the office.  **2. Health**  A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **3. Character**  Each candidate for, and any person holding, the office must be of good character.  **Note 1:**  2025 undergraduate students who are due to qualify no later than 31st December 2025 are also eligible to apply. These applicants if successful at interview will remain dormant\* on the panel and may not be offered any posts until they can provide evidence to NRS that they are in receipt of their final qualification/validation.  *\* Dormant = you retain your place on the panel, but you are not contacted about opportunities*  **Note 2:**  Information on validation/recognition can be found on Appendix 1 of the Additional Campaign Information document. |
| **Post Specific Requirements** | N/A |
| **Other requirements specific to the post** | * Access to appropriate transport is necessary to fulfil the requirements of the role. * There will a requirement for shift work for certain specific Border Control Posts (BCP) posts. |
| **Skills, competencies and/or knowledge** | **Planning & Organising**   * Demonstrate the ability to plan and organise in an effective and resourceful manner.   **Team Skills**   * Demonstrate the ability to work independently as well as with multi-disciplinary team members.   **Commitment to Providing a Quality Service**   * Demonstrate commitment to providing a quality service. * Demonstrate flexibility and initiative. * Demonstrate a commitment to continuing professional development.   **Knowledge & Experience relevant to the role**   * Demonstrate knowledge of environmental health legislation and how legislation applies to practice in the HSE National Environmental Health Service. * Demonstrate a broad professional knowledge and a strong understanding of the role of the Environmental Health Officer. * Demonstrate evidence of computer skills relevant to the role.   **Evaluating Information & Judging Situations (Global Assessment)**   * Demonstrate problem-solving and decision-making skills.     **Communication & Interpersonal Skills (Global Assessment)**   * Demonstrate effective communication and interpersonal skills. * Demonstrate report writing skills. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**NRS14649 Environmental Health Officer**

**Terms and Conditions of Employment**

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| **Tenure** | The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post is: €45,805; €48,442; €50,385; €52,365; €54,396; €56,460; €58,544; €60,629; €62,710; €64,798; €66,895; €69,040; €**71,181LSIs** (01/10/24)  Where there is a requirement for shift work for certain specific Border Control posts this will attract an additional shift premium payment.  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  . |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1st April 2004 and 31st December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1st January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)