



**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

The City & County of Swansea is looking to provide two **placement only** positions for student Environmental Health Officers for 2011/12 starting September 2011. The positions are unpaid but reasonable day to day expenses will be covered and appropriate additional training opportunities provided where possible.

Applicants must be enrolled on a CIEH accredited BSc or MSc degree course in Environmental Health or be seeking practical end on training.

Expressions of interest **including a personal supporting statement and CV** should be sent to Simon Clark *[see contact details below]*.

Final date for submission = **20<sup>th</sup> May 2011**

Proposed Interviews date for shortlisted candidates = **24<sup>th</sup> June 2011** *[subject to availability of Head of Service]*

Expressions of interest **including a personal supporting statement and CV** to:

Simon Clark  
Team Leader  
Pollution Control Division  
Rm 401  
Guildhall  
Swansea  
SA1 4PE


Email: [simon.clark@swansea.gov.uk](mailto:simon.clark@swansea.gov.uk)

Tel 01792 635688

**ENVIRONMENT DEPARTMENT/ ADRAN YR AMGYLCHEDD**

THE GUILDHALL, SWANSEA, SA1 4PE  
NEUADD Y DDINAS, ABERTAWE, SA1 4PE

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 (01792) 635609, [evh@swansea.gov.uk](mailto:evh@swansea.gov.uk)  
[www.swansea.gov.uk](http://www.swansea.gov.uk)



**CITY AND COUNTY OF SWANSEA**  
**DINAS A SIR ABERTAWE**

**JOB TITLE:** Student Environmental Health Officer

**DEPARTMENT:** Environment

**SERVICE:** Public Protection

**GRADE:** Unpaid

**RESPONSIBLE TO:** Student Training Officer

**PURPOSE**

- To provide practical training sufficient to enable the submission of a completed experiential learning portfolio
- To provide sufficient practical experience to support future professional progression

**PRINCIPAL RESPONSIBILITIES**

- To undertake supervised work-based learning in all areas of Environmental Health including, but not limited to, Food Safety, Health and Safety, Environmental Protection, Housing and Public Health. The placement period will also include periods with partner organisations and services, both internal and external, by arrangement.
- To assist other officers in performance of their duties.
- To undertake directed activities, preparation of reports and routine clerical and administrative tasks.
- To attend relevant training courses, and undertake tasks and duties, as directed.



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<b>Person Specification</b>			
<b>Job Name: STUDENT ENVIRONMENTAL HEALTH OFFICER</b>			
	<b>JOB REQUIREMENTS</b>	<b>DESIRABLE/ ESSENTIAL</b>	<b>EVIDENCE</b>
	<b>Education and Qualifications</b>		<b>Education and Qualifications</b>
1	Currently enrolled on a CIEH accredited BSc or MSc degree course in Environmental Health or be seeking post qualification, practical end on training.	Essential	CV
<b>Experience</b>			
2	Working knowledge of Microsoft applications and, preferably, enquiry recording system[s]	Essential	CV and Interview
3	Experience of working in an Environmental Health Department.	Desirable	CV and Interview
4	Experience of dealing with members of the public and/or experience of related commercial/ industrial sectors.	Desirable	CV and Interview
<b>Skills and abilities</b>			
5	An understanding of the role of EHP's in the wider public health agenda.	Essential	CV and Interview
6	Good written and verbal communication skills.	Essential	CV and Interview
7	Well developed report-writing skills including the ability to record data accurately.	Desirable	CV and Interview
8	Able to prioritise and organise own workload.	Essential	Interview
9	Well developed IT skills	Desirable	CV and Interview
10	Ability to work as part of a team.	Essential	CV and Interview
11	Experience of working towards specified targets	Desirable	CV and Interview
12	Be able to demonstrate a practical and common sense approach to problem solving	Essential	CV and Interview
13	Possession of a current driving licence and access to a motor vehicle	Desirable	CV
<b>Work-related Personal Qualities</b>			
14	self-motivated and able to work on own initiative.	Essential	Interview
15	Committed to developing core skills i.e. investigative, analytical, interpretive, communicative, educative, organisational [this list is not necessarily all encompassing]	Essential	Interview
16	Committed to developing technical knowledge.	Essential	Interview
17	Ability to work as part of a team.	Essential	CV and Interview
18	Show a flexible approach to work issues and responsibilities.	Essential	Interview
19	A Knowledge of Equality & Diversity issues.	Desirable	Interview

Thank you for your interest in this training opportunity.  
 [Prepared by Head of Public Protection / Team Leader (Pollution Control)  
 Last revised: 6 April 2011]