

City of Wolverhampton Council Level 6 Degree Apprenticeship

Apprenticeship job title: Level 6 Environmental Health Officer Apprenticeship

Service Area/department: Environmental and Regulation Services

Apprenticeship length: 48 Months

Hours: 37

Pay: £25,747 (rising as the apprentice progresses through the apprenticeship)

Location: City centre or any suitable location within the City of Wolverhampton

Workstyle: Flexible

Apprenticeship

This degree apprenticeship will enable you to work towards a degree as part of the course. The apprenticeship will start at level 4 through to level 6 over a three-to-four-year programme. With support you will have some initial responsibility to deliver outcomes within the service area. Supervisory or project management activity may also be required dependant on the role. You will build on existing knowledge and experience and develop new specialist skills through the duration of the apprenticeship. You will be allocated responsibility for work to meet the requirements of the apprenticeship standard and be responsible for the delivery of specific outcomes or projects.

Overview of the role

This apprenticeship post is designed to develop the knowledge, skills and behaviours required to become a fully competent Environmental Health Officer. Under close supervision and as part of a structured training programme, the post-holder will support the delivery of statutory and non-statutory Environmental Health, Trading Standards and Public Health functions. The apprentice will progressively take on more responsibility as competence develops, while completing an approved apprenticeship qualification alongside workplace training. The role contributes to the Council's corporate objectives, supports community safety, public health, and consumer protection, and helps build a skilled workforce for the future.

Principal Duties and Responsibilities

The apprentice will learn to undertake the following duties, with responsibilities increasing over time in line with training and competence:

Assist with inspections of commercial and industrial premises, land, and vehicles to assess compliance with relevant environmental health and public protection legislation.

1. Support investigations into complaints, service requests and enquiries from residents, businesses, and other stakeholders.
2. Learn to provide advice and guidance to businesses and members of the public on regulatory requirements, under supervision.
3. Participate in surveys and projects to assess environmental protection, nuisance, and public health issues across the city.
4. Assist with monitoring, sampling, and testing activities relevant to environmental health work, in accordance with training provided.
5. Support enforcement activity, including the preparation of basic documentation, notices, and records, under guidance.
6. Learn to prepare reports, correspondence and simple case files using Council systems and procedures.
7. Assist senior officers with licensing, permitting, registration, and inspection work across relevant service areas.
8. Observe and support the investigation of infectious diseases and public health incidents, as appropriate.
9. Assist in accident investigations involving members of the public or employees, under supervision.
10. Contribute to education, awareness-raising activities, displays, talks and community engagement initiatives.
11. Assist with plan checks and consultations under planning and building control processes, where appropriate.
12. Attend training sessions, team meetings, briefings, and case discussions to support learning and development.
13. Shadow qualified officers during inspections, interviews, enforcement action, and court preparation to gain practical experience.

The apprentice will not be expected to carry out statutory enforcement action independently until appropriately trained, qualified, and authorised.

The post holder will be expected to:

The post-holder may be required to work outside normal office hours on occasion, in line with service needs and training requirements.

To complete all required elements of the agreed apprenticeship training and attend any college or training events as directed.

To act in accordance with the council's Constitution and other Codes of Conduct.

To participate in staff development, appraisal, and training as appropriate, including continuous professional development.

To comply with the council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.

To undertake any other tasks, duties, and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

To participate in the wider development of the service and contribute to service improvement as required.

City of Wolverhampton Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

Apprenticeship standard:

It would be useful to review the apprenticeship standard link below, and the **knowledge, skills** and **behaviours** that will have to be evidenced during the apprenticeship.

[Environmental health practitioner \(integrated degree\) / Skills England](#)

Person Specification L6 Degree Apprenticeship

Requirements	Essential/Desirable	How identified
1. Personal skills	<p>Essential</p> <ul style="list-style-type: none"> • Willingness to learn and develop professionally • Ability to work as part of a team • Professional and responsible approach to work • Good interpersonal skills <p>Desirable</p> <ul style="list-style-type: none"> • Ability to manage competing demands with support 	<ul style="list-style-type: none"> ▪ Application ▪ Interview
2. Experience	<p>Essential</p> <ul style="list-style-type: none"> • No prior Environmental Health experience required <p>Desirable</p> <ul style="list-style-type: none"> • Experience of work, study, or volunteering in environmental, regulatory, customer service or public sector settings 	<ul style="list-style-type: none"> ▪ Application ▪ Interview
3. Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Good written and verbal communication skills • Ability to learn and apply legislation, policies and procedures • IT literacy and willingness to use digital systems 	<ul style="list-style-type: none"> ▪ Application ▪ Interview

	<ul style="list-style-type: none"> • Ability to meet the mobility requirements of the role <p>Desirable</p> <ul style="list-style-type: none"> • Awareness of environmental health, public protection, or regulatory services 	
4. Specific requirements	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrable interest in environmental health, public protection, or regulatory services • Commitment to completing the apprenticeship programme 	<ul style="list-style-type: none"> ▪ Application ▪ Testing/Assessment ▪ Interview
5. Qualifications	<p>Essential</p> <p>Applicants must meet the following entry requirements for the apprenticeship programme, which must include:</p> <ul style="list-style-type: none"> • GCSE grade 4 or C in English and maths or equivalent <p>And one of the below:</p> <ul style="list-style-type: none"> • A Levels – minimum grades CCC or above • BTEC Extended Diploma – minimum grades MMM or above (or equivalent) • Access to HE Diploma (60 credits) of which a minimum of 45 must be at 	<ul style="list-style-type: none"> ▪ Application ▪ Certificates ▪ Interview

	<p>Level 3 (96 UCAS point equivalence, minimum 45 credits at merit)</p> <ul style="list-style-type: none">• We also accept Level 3 qualifications that are equivalent in depth to those listed above for example the Level 3 Apprenticeship in Environmental Health or related subject area, if you are unsure if your previous qualifications are acceptable then please contact us.	
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