



Celebrating 150 Years

The Royal
Environmental
Health Institute
of Scotland



Director of Professional Development

The Director of Professional Development (DPD) a 'professional' position working alongside a dedicated and motivated team, contributing to the future of the Environmental Health Profession.

Outline of Duties

The Directors of Professional Developments collectively will be responsible for the day to day running of the Institute's Professional Development activities. This includes:

- To deliver the professional development work of the Institute.
- To positively promote the Environmental Health Profession at all stages including education, training, qualification, and post qualification including Continuing Professional Development and Chartered Status.
- To maintain, in conjunction with the Council, the qualification route for Environmental Health Officers and to liaise as appropriate with students, examiners, assessors, local authorities, universities, agencies and other awarding bodies.
- To maintain, in conjunction with the Scottish Food Safety Officers' Registration Board, the qualification route for Food Safety Officers and to liaise with trainees, examiners, local authorities, universities and colleges.
- To maintain, in conjunction with the Council, a scheme of Continuing Professional Development for Institute members.
- To determine, in conjunction with the Council, applications for Chartered EHO status and to maintain a register of those on whom the privilege of this status has been conferred.
- To organise professional courses, in conjunction with the Council Representative in the relevant subject area, as appropriate.
- To organise the professional examinations, as appropriate.



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- To advise the Council, including committees, sub-committees and working groups established by the Council of the Institute, providing comprehensive reports as required.
- To act as an advocate for the work of the Institute.
- To act as a source of professional information on all areas of Environmental Health within the Institute's office.
- To co-ordinate the Institute's response to consultation documents.
- To prepare material for the Journal, the e-Newsletter and the website.
- To represent the Institute in respect of professional matters where appropriate.
- To liaise with Centre Secretaries to coordinate the dates of Institute and Centre events.
- To assist the Chief Executive as required.

Responsible to: The Chief Executive

17.01.25