

Role Profile

This section provides key information relating to the role

Job Title:	Environmental Health Officer – Food Safety		
Post No:	P00213	Grade:	K
Team:	Regulatory Services	Location:	Campus East
Responsible to:	Food, Health and Safety Team Leader		
Responsible for:	N/A		

Overall job purpose:

This is a frontline role, your role is to discharge the Council's responsibilities under food safety and environmental health legislation, Codes of Practice and guidance through the inspection or sampling of products or premises, interpretation of compliance with legal requirements.

Conduct investigations of incidents, persons, premises or activities as required for the specific service area.

To respond to all requests for service in an efficient and effective manner carrying out the appropriate actions in line with the Food Safety service plan and statutory, legal requirements.

You will need to provide an excellent service to residents to promote a better environment and healthy lifestyle using a range of intervention strategies, including enforcement, education and advice.

To work both as part of a team and independently as necessary to take formal enforcement action as necessary, seeing cases through from start to completion.

To support the work of the team by carrying out peer reviews, leading on complex investigations and developing specialist areas of knowledge.

To work in partnership with other teams within the Council and outside agencies to deliver the best outcomes within the legislation and means available to the service.

Key areas of focus:

1.	Deliver a range of reactive and proactive environmental health interventions, including inspections, sampling and formal enforcement action as necessary and proportionate in accordance with the Council's documented procedures.
2.	Manage a varied workload, undertaking food hygiene inspections and investigations in high risk and other food businesses in accordance with all legislation currently enforced by the Food & Safety Team.

	To carry out inspection duties under the full range of legislation for establishments under The Health and Safety (Enforcing Authority) Regulations 1998, and deal with any follow up work and represent the Authority at Court as required. This will require lone working and dealing with clients on contentious issues on site. To investigate cases of infectious diseases or suspected infectious diseases as required under the guidance of UKHSA.
3.	Undertaking inspections, investigations, other interventions, produce reports in line with relevant team duties, and instigate appropriate action as determined by the Food Safety enforcement policy to protect the health and wellbeing of the public and more widely the community, and ensuring compliance with regulatory controls in line with the commercial team's service plans. Peer review colleagues' notices.
4.	Lead on the delivery of complex, high risk investigations determining the most appropriate course of action to ensure public health and in accordance with the corporate enforcement policy.
5.	Provide assistance and support to all colleagues and cover in their absence as required. Deputise for the Team Leader if requested to do so by the Regulatory Services Manager.
6.	The post holder is expected to liaise often with legal professionals, and similar stakeholders, to make decisions and lead on their cases using their discretion in pressured environments e.g. Courts and Tribunals.
7.	To ensure that enforcement issues are progressed even-handedly, fairly and transparently and that compliance with the Regulators Code principles and the Business Units enforcement policy is monitored and adhered to. To be responsible for and have the discretion to initiate investigations to detect and rectify serious breaches of a wide range of legislation. To interview witnesses, take statements, collect, prepare and collate evidence correctly, thoroughly, professionally and in accordance with Police and Criminal Evidence Act 1984 (PACE) and departmental procedures to prepare prosecution reports and to act as a witness in Court on behalf of the Council.
8.	Organise and deliver training courses and be involved in the delivery of health promotion activities, events and similar.
9.	Deliver interventions outside of office hours as necessary to meet the needs of the service.
10.	To work with contract or agency staff on programmed activities and be responsible for personally developing a scheme of monitoring and reporting to the Team Leader as required.
11.	To use their food and health and safety and council operational policy knowledge to assist in the implementation of operational policies, guidance and initiatives with related departments in the creation of these policies.

12.	Provide expert advice and information on all areas of food and health and safety ensuring that information provided to stakeholders and customers is current including relevant pages of the Council's website and other social media channels. To support local businesses to comply with food and health and safety legislation and good practice. Working with Safety Advisory Groups providing advice and guidance to event organisers to ensure high safety standards and minimise adverse community impacts.
13.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
14.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
15.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
BSc/MSc Degree in Environmental Health approved by the Chartered Institute of Environmental Health; or CIEH/IEHO Diploma in Environmental Health.	x		AP/AS/IN
The Higher Certificate in Food Control awarded by either Environmental Health Registration Board (EHRB) or The Scottish Food Safety Officer Registration Board (SFSORB)	x		AP/AS/IN
Full Registration with the Environmental Health Officer Registration Board (EHORB)		x	AP
Understanding how to assess compliance with the requirements of EC and National food hygiene legislation with reference to the Food Law Code of Practice and Practice Guidance.	x		AP/AS/IN
Understanding and knowledge of a wide range of food types and understanding of hazards associated with their use.	x		AP/AS/IN
Evidenced relevant 20 hours CPD showing how knowledge and skills have been kept up to date.	x		AP
Experience of dealing with difficult people and resolving conflict.	x		AP/AS/IN
Knowledge of the respective roles, responsibilities and interfaces with multi-agency partners which help deliver the wider public health and protection agendas.	x		AP/AS/IN
Knowledge			
Proven ability and willingness to manage a reactive and proactive workload effectively, with a thorough understanding of legal processes governing enforcement work.	x		AP/AS/IN
Relevant experience in commercial environmental health matters with particular emphasis on food safety,	x		AP/AS/IN

health and safety, public health and infectious disease control.			
Proven project management skills to include organisation, problem solving, negotiation and leadership.	x		AP/AS/IN
Experience of food and health and safety work including demonstrable experience of having taken enforcement cases in difficult or high-risk situations. Using a broad range of enforcement options.	x		AP/AS/IN
Skills and abilities			
Good level of competency to prepare and serve legal notices, legal agreements, prepare legal briefs, instruct counsel and pursue resultant legal action including giving evidence in court or tribunal, for prosecutions/hearings. To organise works in default and/or seek financial recovery.	x		AP/AS/IN
Proven ability to use initiative and make legal and risk based decisions in a high-pressured environment sometimes without immediate access to support with awareness of potential outcomes.	x		AP/IN /AS
The ability to communicate effectively (both verbally and in writing) with all sections of the external agencies, public, peers and business community	x		AP/ IN/ AS
Evidenced skills as a positive team player, to include the ability to motivate and support team members, provide clear direction with agreed decisions and being accountable.	x		AP/IN /AS
Other attributes			
Full driving licence valid for the UK and access to a vehicle. Willingness to occasionally drive Council vehicles such as vans. Independent travel to residents and businesses as necessary and required.	x		AP
Effective and professional interpersonal skills with excellent communication ability with regards to service users, other officers and external partners, especially whilst engaging them in difficult or contradictory circumstances and /or poor, overcrowded environments.	x		AP/AS/IN
Able to work outside of office hours as required by the role, as part of a team, and to meet the needs of the service.	x		AP/IN

Maintain a professional appearance and represent the Council professionally in timekeeping, and both verbal and non-verbal communication skills.	x		IN
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**Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview**

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.