

Job summary

Role title: Food Safety Officer/
Environmental Health Officer/
Senior Environmental Health Officer

Department: Environmental Health

General description of role

The role requires a suitably qualified and experienced person to carry out food hygiene inspections, investigations and enforcement interventions. The role primarily involves food hygiene and infectious disease control duties, including public health funerals but could potentially also include some health and safety at work and general public health investigation and enforcement work.

We will consider applicants with a range of suitable qualifications or experience levels, including those who are fully qualified (EHRB and/or CIEH registered) Senior or Environmental Health Officers or Food Safety Officers who hold suitable qualifications to meet Food Standards Agency requirements. Support and training will be given to help meet competency requirements where there is a development need, e.g. if recently qualified.

At Senior Environmental Health Officer level, the role includes line management of two officers.

Top ten duties / responsibilities of role

1. Undertake proactive food hygiene inspections, compliance visits, investigations, surveys, sampling and interventions for the purposes of enforcing food safety and hygiene requirements in food and other commercial premises, including potentially Approved premises, dependent on level of experience and competence.
2. Undertake a case load of reactive work, including responding to and investigating complaints about food safety and hygiene e.g. foreign bodies in food, or hygiene standards in food premises, and infectious disease and public health cases. In addition, participate in proactive project work and educational activities where required. This may include taking lead responsibility for a particular topic area. In all cases, responding within corporate timescales, keeping relevant parties informed and maintaining up to date case records.
3. Maintain current competence requirements set by the Food Standards Agency for high risk food hygiene enforcement work, including maintaining sufficient Continuing Professional Development (CPD) time. Support with the training of new or recently qualified officers and the Environmental Health Apprentice, including supporting them with meeting the relevant FSA competence requirements.

4. Undertake work relating to the administration of public health funerals, as directed by the Environmental Health Team Leader. This may include liaison with the coroner and funeral director, identification of next of kin, organisation of funeral arrangements and recovery of costs.
5. Represent the Council in County liaison meetings, such as food, water quality and infectious disease and disseminate information and reports from such meetings back to colleagues.
6. Communicate with residents and businesses to advise them on the relevant legal provisions and best practice recommendations for food hygiene and safety, using a variety of methods including face-to-face, via telephone, e-mail and in writing.
7. Communicate with external stakeholders, such as local councillors and partners such as the Food Standards Agency, UK Health Security Agency and other Councils about the progress of cases and investigations.
8. Analyse and interpret data and information and implement decisions on a broad range of activities across the service area. Liaise with other Council services such as Planning, Legal and Licensing to achieve compliance and improved outcomes for businesses and residents.
9. Carry out enforcement duties in line with our Enforcement Policy, either alone or as part of a team including collection of evidence, preparing reports, drafting and serving formal notices, preparing cases for prosecution in the Magistrates' Court and attending court as a witness.
10. Assist and support other members of the Environmental Health team to deliver services such as health and safety at work, public health, housing or pollution, dependant on relevant experience and qualifications and subject to service requirements. Work outside normal office hours, when necessary, for the effective performance of duties.

If applying at Senior Environmental Health Officer grade, the following duties also apply:

11. Be the designated 'Lead Officer for Food', as required by the Food Law Code of Practice. Take responsibility for the allocation of service requests and quarterly allocation of food hygiene inspections to officers in the team and monitor completion of inspections to allow reporting against targets to the Environmental Health Team Leader and Environmental Health Manager.
12. Supervision and line management of two officers and on occasion a food inspection contractor, to provide food hygiene and safety services. This will require oversight and provision of mentoring and advice on officer case work, as well as undertaking monthly 1-2-1's, twice-yearly appraisals and consistency monitoring at least twice per year.
13. Carry out twice monthly Food Hygiene Rating Scheme (FHRS) data uploads and carry out periodic data cleansing exercises to support statutory returns. Support the Environmental Health Team Leader to carry out the Food Standards Agency (FSA) National Consistency Exercises involving the team. Evaluate and respond to 'Appeals' received under the FHRS requirements.

Person Specification

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Environmental Health Officer/
Senior Environmental Health Officer**

Department: **Environmental Health**



Qualifications	Essential Desirable	Assessment by A / I / T (Assessment/Interview/Testing)
Degree in Environmental Health or equivalent	E*	Application
Registered Environmental Health Practitioner with the Chartered Institute of Environmental Health (CIEH) or be actively working to obtain registration within the next 12 months.	E*	Application
Higher Certificate in Food Control or Advanced Professional Certificate in Food Hygiene and Standards Control (APC) awarded by CIEH.	E**	Application
Chartered Environmental Health Practitioner	D	Application
Post graduate qualification in a related discipline of Environmental Health.	D	Application
*Essential if applying for the post at Environmental Health Officer or Senior Environmental Health Officer grade		
**Essential if applying for the post at Food Safety Officer grade		
Experience and achievements		
Meets current Food Standards Agency competence criteria for an authorised officer to carry out high risk food hygiene official controls, or be actively working towards achieving these within the next 12 months.	E	Application and interview
Experience of undertaking food hygiene inspections and investigations, including of high risk food premises	E	Application and interview
Experience of investigating food poisoning cases and allegations, and complaints regarding food and food premises.	D	Application and interview
Experience of formal enforcement activity, e.g. improvement notice service, emergency prohibition, sampling, seizure of unfit food, prosecution, etc.	D	Application and interview

Local government experience	D	Application and interview
Role required competencies and behaviours		
Excellent communication skills (verbal, written and presentation).	E	Application and interview
Investigative and analytical approach	E	Application and interview
Ability to produce clear, concise reports.	E	Application and interview
Effective time management and ability to meet deadlines.	E	Application and interview
Effective negotiation skills.	E	Application and interview
IT literate (Word, Excel, PowerPoint, databases).	E	Application and interview
Ability to travel to meetings and venues around the borough to attend appointments. This would normally involve use of your own vehicle and holding a driving licence valid to drive in the UK.	E	Application and interview

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People



POSITIVE



INNOVATIVE



SUPPORTIVE



FLEXIBLE

Summary of employment package

Place of work	The role will be primarily based at Town Hall, Reigate . We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
Salary	Graded PROFESSIONAL , the salary will be in the region of £34,245 - £49,194 for Food Safety Officer to Environmental Health Officer grade or £44,883 - £49,194 for Senior Environmental Health Officer grade per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
Duration of contract	The contract will be offered on a permanent basis.
Probationary period	Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.
Hours of work	Hours of work are nominally 36 per week.
Employment Benefits	
Flexible working hours	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
Annual leave	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>

Pension	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
Training and development	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
Professional subscriptions	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year, your manager will approve your claim as applicable.</p>
Cycle purchase scheme	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
Employee discounts	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>

Other Conditions

Pre-employment checks	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none"> • at least two satisfactory references • eligibility to work within the UK, and proof of your identity • evidence of relevant qualifications
Paid work with another employer	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
Disclaimer	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p>

