



Job Description

Job title	Food, Health & Safety Officer (Part time)	Hours	15 hours <i>Flexible working options are available, including job share</i>
Department	Public Protection – Commercial Team	Salary	SK10-12 pro rata (£33,498 - £37,467) Starting salary depends on experience and qualifications
Location	A mix of district/home/office-based working	Contract	Permanent

Main Job Purpose

The post holder will be part of a team delivering the council's Commercial Team functions, including; the inspection/audit and regulation of all types of food businesses, health and safety at work, infectious diseases and public health control/prevention, skin piercing regulation (including tattooing/body piercings and cosmetic treatments), private water supplies, acting as a consultee in respect of planning and licensing applications and contributing occasionally to the wider delivery of environmental health services.

This role reports into the Commercial Manager

This role is not politically restricted.

Main Statement of Responsibilities

Responsibilities allocated will be dependent on relevant knowledge and experience.

- Support the Team Manager in developing service delivery, including the production and revision of policies and procedures, statistical returns and registers and providing support, training and guidance to colleagues.
- Working in line with the Council's Enforcement Policy and other relevant procedures, independently and with minimal supervision, undertake investigations into breaches of legislation, determine the most appropriate course of action, prepare evidence, issue notices, compile reports and appear in Court or Tribunals on behalf of the Council.
- Give professional advice to a range of stakeholders, including Councillors, officers from wider Council service functions, members of the public, businesses etc. on the requirements of statutory provisions and technical advice on measures to implement these provisions.
- Fulfil the statutory consultee roles in respect of planning and licensing. Review applications, assess relevant impacts, make comments/recommendations and attend planning and licensing committees/hearings where necessary.
- Organise, coordinate and undertake project-based initiatives including the production of necessary documentation.
- Represent the service as required at internal and external meetings, committees and working groups.
- Take samples, undertake monitoring and survey work as necessary across the range of environmental health functions e.g. food, water and environmental sampling.
- Provide cover where required and general assistance to the Team Managers to ensure effective delivery of the service.



- Undertake such other duties of a comparable nature and level of responsibility as may be required from time to time by the Team Manager.
- Provide advice on a wider range of Environmental Health matters where appropriate.

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification – for ALL applicants grade SK10

Experience, Knowledge and Skills, Qualifications, Personal Characteristics and Physical Attributes

Newly qualified officers (as a minimum holding the Higher Certificate in Food Premises Inspection) who lack experience and skills relevant to SK11-SK12, will be considered and start at SK10

Person Specification – for ALL applicants grade SK11

Experience

All applicants must be able to demonstrate, by providing personal and specific examples on the application form in each of the areas listed below:

Please note all elements listed below are considered as essential (as is part of a career graded pathway).

1	Experience of working in a regulatory environment. As a Food, Health & Safety Officer with 2 years post qualification experience	Essential
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Knowledge and Skills

All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following skills listed below:

2	Demonstrate excellent interpersonal and customer service skills	Essential
3	Experience of operating computer systems. e.g. Local Authority databases, Microsoft office	Essential
4	Ability to use own Initiative to undertake tasks and to recommend appropriate courses of action	Essential
5	Demonstrable ability to undertake complex case management and investigations	Essential
6	Knowledge of law and regulation associated with Environmental Health and in particular food safety law, health and safety law, public health legislation, private water supply regulations etc	Essential
7	Knowledge of enforcement procedures	Essential

Qualifications

All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following qualifications listed below:



8	Higher Certificate in Food Premises Inspection – meeting the minimum competency requirements of the Food Law Code of Practice	Essential
9	Relevant health and safety qualification	Desirable
Personal Characteristics and Physical Attributes		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following personal characteristics and physical attributes listed below:		
10	Ability to work independently and as part of a team	Essential
11	Can do attitude and willingness to work outside normal office hours	Essential
12	Willingness to seek additional qualifications and knowledge	Essential
13	Flexible and proactive approach to work	Essential
14	Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments)	Essential
15	Current, valid driving licence and the provision of a vehicle for use at work	Essential