

JOB PROFILE

Directorate:	Customer Experience
Service Area:	Regulatory Services and Community Safety
Job Title:	Environmental Health Officer- Food Hygiene and Safety
Grade:	PO1
Post Number:	L211
Base/Location:	Charnwood Borough Council Offices
Responsible To:	Food Safety Manager
Responsible For:	N/A
Key Relationships/ Liaison with:	Food Safety Manager, Administrative Support Officers, Business Proprietors, Public, Env Health Staff, Other Local Authorities Environmental Services, Street Management, PHE, Legal Services, Planning Trading Standards

Job Purpose

- To deliver services provided by the Food Safety Team in their day to day activities and to carry out the Council's statutory duties, policies and procedures in relation to relevant work areas, maintain a proactive and re-active caseload in all aspects of Food Safety and Health and Safety work. To ensure all work is carried out in accordance with the Food Standards Agency's framework agreement.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	Carry out investigations, monitoring, site visits and respond to service requests as a member of the Food Safety Team responsible for enforcement of the Council's statutory duties relating to the enforcement of food hygiene and health and safety with particular emphasis on commercially and technically complex cases. Secure improvements by advice, instruction, mediation, negotiation and written correspondence or by legal means.
2.	Carry out detailed inspections, audits and risk assessments of commercial premises. Inspect the full range of commercial premises, including licensed and approved premises, in accordance with frequencies prescribed by the FSA codes of practice, to ensure compliance with food hygiene and health and safety legislation. Secure improvements in standards by advice, instruction, negotiation and written correspondence or by legal means, such as prosecution or closure, in consultation with the Lead Officers
3.	Issue the E.C. Identification Mark relating to national and international trade to approved premises, as prescribed by the FSA Code of Practice.

4.	Following deliberation and consideration, prepare and serve legal notices on behalf of the Council and gather legal evidence in accordance with PACE. Prepare statements and appear as an expert witness and provide specialist opinion in court proceedings, enquiries, public meetings and tribunals as required. Formally caution and interview suspected offenders and witnesses under the provision of PACE. Act as the delegated signatory for the Head of Regulatory Services on all legal notices requiring works.
5.	Investigate and resolve complaints and respond to requests for service from internal and external service users in a manner that meets with the Council's and the Commercial Team's policies, procedures and legal standards. Including site meetings, telephone enquiries, written correspondence, reports and liaison meetings. To provide advice, information, technical and legal guidance on the full range of duties undertaken by the Commercial Team. These duties also include the authorisation to enforce legislation in other Local Authority areas with respect to food complaints.
6.	Carry out detailed investigations of individual notifications of communicable diseases and liaise with the CCDC, patients, GP's and laboratory services as necessary. Form part of the multidisciplinary outbreak control team.
7.	Devise and participate in health education issues relevant to the team's work, including promotional campaigns, lectures and training programmers. Provide training for Student Environmental Health Officers and others when directed.
8.	Represent the team and Environmental Health Service at appropriate meetings as required.
9.	Contribute to the development of policies, initiatives and written procedures to achieve continuous improvement in the quality of the service.
10.	Maintain membership of a recognised professional association such as the Chartered Institute of Environmental Health by completion of the necessary core hours training and development to satisfy the requirements for continued professional development.
11.	Review, assess, scrutinise and evaluate planning applications and written reports received from consultants and other professionals on food hygiene and health and safety and evaluate the impact on public health. Secure improvement by advice, instruction, negotiation and correspondence or by legal means.
12.	Undertake informal and formal legal sampling as required. Participate in the creation and delivery of local and national sampling programmes.
13.	Provide support to the Food Safety Manager where necessary.
14.	Apply information technology skills to aid efficient performance of duties.
15.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
16.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
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This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised by: August 2016

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	Essential	Desirable
<u>Qualifications</u>		
Diploma or Degree in Environmental Health	✓	
Certificate of Registration with EHRB or equivalent.	✓	
Approved premises specific training.		✓
Lead Auditor and/or HACCP qualification.		✓
Post Graduate qualification in Health and Safety or Food Safety.		✓
Or		
Demonstrable experience identified within the section below.	✓	
<u>Experience</u>		
Experience in food safety and health and safety interventions and enforcement	✓	
Comprehensive knowledge of a broad range of food business operations.		✓
Experience of inspecting high risk approved food manufacturers.		✓
<u>Skills / Knowledge</u>		
Knowledge and practical application of hazard analysis and risk assessment.	✓	
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IT competent, including experience in the use of Microsoft Office Suite Word, Excel and Outlook.	✓	

	Essential	Desirable
Familiar with Civica environmental health software management package		✓
Training Skills		✓
The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post.	✓	
<u>Interpersonal Skills</u>		
Excellent verbal and written communication skills.	✓	
Able to plan, organise and prioritise individual work, tasks and projects.	✓	
Effective in problem analysis and practical decision making.	✓	
Able to deal with potentially difficult clients.		✓
<u>Other requirements</u>		
Team player, adaptable and flexible, able to work on own initiative under pressure. Must be able to work to deadlines and maintain confidentiality.	✓	
Confident approach and ability to make clear decisions.	✓	
Able to work outside of normal working hours if required.	✓	
Able to travel throughout the Borough.	✓	
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	

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