

Job summary

Role title: Food and Safety Team Leader

Department: Environmental Health

General description of role

This role requires a fully qualified (EHORB registered) and experienced environmental health officer, with thorough knowledge of food safety and hygiene, health and safety at work and general public health matters, to lead the work of the food and safety teams. This will cover all aspects of food hygiene and health & safety at work enforcement, plus infectious disease control duties, including public health funerals. Current competence to undertake food hygiene inspections is required.

Key responsibilities of role

1. Leadership of the food and safety teams. This will require oversight of officer case work, providing direction, guidance and support as to case progression and enforcement outcomes for officers.
2. Directly line manage a number of officers, and maintain oversight and supervision of the wider food and safety teams. Undertake regular 1-2-1's, team meetings and appraisals. Support officers with responses to escalated complaints at informal stage, and input to responses to corporate complaints.
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. Support the teams with completion of a range of operational case work, covering all proactive and reactive work across the teams managed. This will include inspections, compliance visits, investigations, surveys, sampling and interventions for the purposes of enforcing food safety and hygiene and health & safety at work requirements in food and other premises that the Council is the enforcing authority for.
5. Support the teams with completion of a range of operational case work regarding infectious disease investigation and public health matters e.g. food borne illness and legionella control. Take the lead on work relating to private water supplies.
6. Take the lead on work relating to the administration of public health funerals, including management of the public health funeral director's contract. This will also include liaison with the coroner and funeral director, identification of next of kin, organisation of funeral arrangements and recovery of costs.

7. Maintain professional knowledge of all subject areas covered, and apply this to leadership of the team, setting priorities and adjusting processes to current and anticipated future situations. Maintain awareness of new issues, opportunities and threats, to be reported to the Environmental Health Manager for action e.g. new legislation or regulatory regimes.
8. Monitor and report on performance, including quarterly internal performance indicators for food safety, and complete annual activity returns to the Food Standards Agency, Health and Safety Executive and Drinking Water Inspectorate. Contribute to responses to formal consultations e.g. from the FSA, HSE, CIEH etc.
9. Carry out enforcement duties either alone or as part of a team, including collation and collection of evidence, preparing reports, drafting and serving formal notices, preparing cases for prosecution in the Magistrates' Court and attending court as a witness in line with our enforcement policy.
10. Communicate with residents and businesses, to advise them on the relevant legal provisions and best practice recommendations for food hygiene and safety and health & safety at work, using a variety of methods including face-to-face, via telephone, e-mail and in writing. Communicate with external stakeholders, such as local councillors and Members of Parliament about the progress of cases or complaint investigations.
11. Liaise with other Council services such as Planning and Legal to achieve compliance and improved outcomes for businesses and residents. Consult and liaise with other agencies, for example partners such as the Food Standards Agency, Health and Safety Executive, UK Health Security Agency, and the Fire Service, over matters subject to investigation or enforcement.
12. Plan, implement and lead on projects regarding service delivery or changes, including monitoring progress. Maintain an overview of projects and timescales for delivery. Lead on compilation of Freedom of Information Act and Subject Access Request responses relating to team activity and support the Environmental Protection Team Leader in responding to Environmental Information Regulations requests.
13. Support teams with review and update of operational procedures, including as required for new powers and duties under changing legislation or in response to changing circumstances, including Local Government Reorganisation. Write the annual Food Service Plan and workplan for health & safety activities. Update local RIAMS procedures, enforcement notices etc at regular intervals to ensure these remain up to date.
14. Assist the Environmental Health Manager to develop, review and implement new policies and procedures, and provide support for strategic decisions regarding service delivery. Maintain an operational and strategic overview of the wider Environmental Health landscape, including deputising for the Environmental Health Manager, Environmental Protection Team Leader or Housing Team Leader when necessary.
15. Deliver efficient and value for money services in accordance with corporate objectives, service delivery plans, performance management systems and approved budgets.

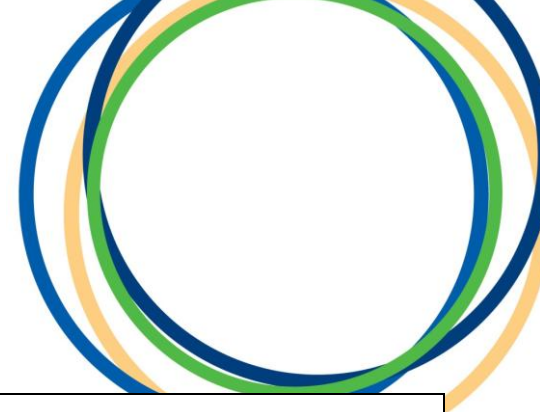
Person specification

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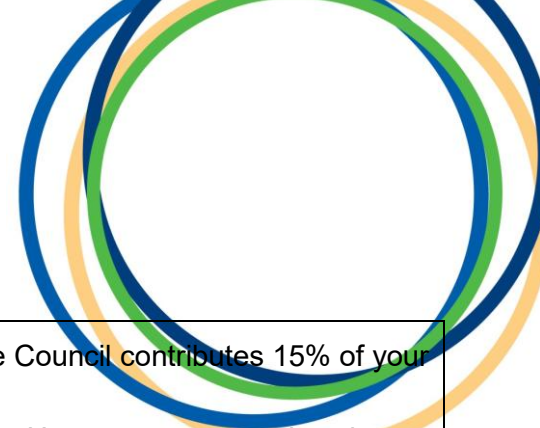
Selection and Interview Criteria	Criteria importance E = Essential P = Preferred
Qualifications	
Degree in Environmental Health or equivalent	E
Certificate of Registration from the EHORB	E
Meets current Food Standards Agency competence criteria to conduct high risk food hygiene interventions.	E
Chartered Environmental Health Practitioner	P
Other specialist qualifications in Environmental Health related topics e.g., Food Safety, Health and Safety, Housing, Environmental Protection etc.	P
Experience and achievements	
Demonstrable previous experience in Environmental Health in a local authority role.	E
Track record of managing and improving the performance of a team.	E
Detailed and current technical and legislative knowledge of environmental health, particularly food and health & safety legislation.	E
Practical experience of project development, implementation and management.	P
Role required competencies and behaviours	
Excellent communication skills (verbal, written and presentation skills)	E
Investigative and analytical approach	E
Ability to produce clear, concise reports and correspondence	E
Effective time management and ability to meet deadlines, including the ability to prioritise and work methodically, accurately and independently.	E
Effective negotiation skills	E
IT literate (Word, Excel, PowerPoint, databases)	E
Ability to travel to meetings and venues around the borough to attend appointments. This would normally involve use of a Council pool car or your own vehicle and holding a driving licence valid to drive in the UK.	E

Corporately required personal qualities and behaviours	
Innovative	E
Supportive	E
Flexible	E
Positive	E



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 £52,095 – £57,138 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	<p>Dependent on the requirements of the role, RBBC supports flexible and hybrid working, with arrangements being made in agreement with managers and based on operational needs.</p> <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 team 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, subject to manager approval.</p>
Car parking / Travel loan scheme / Cycle Purchase Scheme	<p>With hybrid working practices now in place for roles traditionally based at the Town Hall, we are able to offer access to parking. For now, everyone who works on site at the Town Hall can use a parking space for that day.</p> <p>We anticipate there will be enough spaces to meet daily demand. However, it should be noted that spaces are not guaranteed, not a contractual right and are offered on a first come, first served basis.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available for quarterly/yearly rail season or bus tickets or a season car park pass and we offer a cycle purchase scheme up to the value of £2000 (eligibility rules apply).</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	Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS): <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	If you are appointed, your contract with the Council should normally be classed as your main employment. 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.
Disclaimer	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. Please note that it is important to avoid seeking support directly or indirectly from any Councillor for any appointment with the Council as this may result in disqualification from the selection process.

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

