

Job Description

Service:	Public Protection – Environmental Health
Job title:	Food & Safety Officer
Grade:	E
Hours of work:	37
Responsible to:	Principal Environmental Health Officer (Food and Health and Safety)
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	N/A

Purpose of Post:

To assist with the investigation and enforcement of legislation administered by the Environmental Health team in order enable the Council to effectively discharge its responsibilities, duties and functions.

To provide support to Environmental Health Officers whilst maintaining their own caseload.

The main areas of work will be food hygiene and health and safety and will involve site visits, inspections, liaising with customers and partner agencies.

Key Deliverables:

1. To assist in the response to, and investigation of, complaints and requests for service made to the environmental health team in an efficient and effective manner carrying out the appropriate actions in accordance with departmental policies and procedures, relevant legislation, statutory requirements, codes of practice and good practice guidance.
2. Keep up to date with applicable legislation, statutory requirements, codes of practice and good practice guidance as well as any relevant national, regional and local policies in this area.
3. To carry out site visits, surveys, inspections and interventions as appropriate to investigate complaints and requests for service and determine whether any offences have been committed. Analyse the information collected to determine an appropriate course of action, where appropriate instigating enforcement action or elevation to an Environmental Health Officer inline with the Council's enforcement policy.
4. To provide specialist advice to local businesses, customers, residents, and other stakeholders on complying with relevant legislation and to assist with service delivery.
5. To maintain clear, factual, up to date records in all aspects of work, including preparation of letters, documents, returns and reports. Ensure that all paper and computerised work records are promptly and accurately maintained and report any discrepancies.
6. To take or collect samples and specimens for investigations and analysis.
7. To transport, install and use technical equipment where appropriate and participate in sampling programmes.
8. Support the Environmental Health Officers with complex and /or high-risk investigations.
9. Where required collect, collate and secure evidence.
10. To undertake any other duties commensurate with the post as required and to ensure that reasonable care is taken for the health, safety and welfare of the post holder and others in accordance with the policies and procedures of the Council. Officers may be required to work out of normal office hours by prior arrangement. In exceptional circumstances this may be at short notice when personal circumstances will be taken into consideration.
11. The responsibilities outlined cannot totally encompass or define all tasks that may be required of the post holder. The outline of responsibilities given

may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade; and the post holder may reasonably expect to be deployed according to their knowledge, skills and abilities rather than necessarily their role/position in the Service. This supports the service and also provides opportunities for staff to extend their professional boundaries and expertise.

	Essential or Desirable	Method of assessment
Knowledge and Qualifications		
At least two A-Levels or equivalent including one in a science related subject	Essential	Application
Desire to learn new skills	Essential	Application / Interview
Ability to exercise sound professional judgement when considering compliance with relevant legislation and codes of practice	Essential	Interview
Higher Certificate in Food Control or equivalent	Essential	Application
An understanding of the roles and duties environmental health covers	Desirable	Application / Interview
Degree in environmental health or science related discipline	Desirable	Application / Interview
Experience		
Experience of working in an investigative and/or customer focussed role	Essential	Application / Interview



Experience of working with a range of customers	Essential	Application / Interview
Experience of working with partner agencies	Essential	Application / Interview
Experience of using a case management system to manage workload	Essential	Application / Interview
Experience of working in environmental health within a local government environment	Desirable	Application / Interview
Experience of taking formal enforcement action	Desirable	Application / Interview
Skills and Abilities		
Clear and concise written and spoken communication skills, including report writing and presentation skills	Essential	Application / Interview
Ability to communicate effectively at all levels with a variety of customers and stakeholders using tact, sensitivity and confidentiality	Essential	Application / Interview
Strong attention to detail	Essential	Application / Interview

To be a team worker and have the ability to prioritise and organise own workload, managing changing demands and priorities and be self-motivated (E)	Essential	Application / Interview
Good IT and information management skills including Outlook and Word (E)	Essential	Application / Interview
Ability to negotiate and persuade to achieve desired outcomes (E)	Essential	Application / Interview
Ability to deal with challenging or dissatisfied customers (E)	Essential	Application / Interview
Problem solving (E)	Essential	Application / Interview
Decision Making and Impact on Others	Ability to make decisions independently Makes decisions taking into account relevant risks, evidence and legislation Ability to review decisions when presented with new information Makes and communicates clear decisions Makes effective decisions under time pressure Incorporates a range of views when making their decisions Considers all relevant data and diversity issues when making decisions Records evidence used to make decisions	

Communication with Internal and External Customers	You will communicate with both external customers including members of the public, local businesses, partner agencies and community groups as well as internal colleagues including Environmental Health Officers, the team's Business Support Assistants, colleagues in the wider division and other divisions Internal customer contact 50% External customer contact 50%
Personal Attributes and Other Requirements	Is prepared to adapt their approach to overcome obstacles Responds constructively to a change in agenda or priorities Full driving licence valid for the UK in order to undertake site visits across whole district using own vehicle or pool car Ability to carry equipment Willing to travel and occasionally work unsocial hours Be a good team worker demonstrating loyalty and commitment to the organisation and team members
HDC values  icare	The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team. Inspiring: We have genuine pride and passion for public service; doing the best we can for customers. Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers. Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. Respectful: We respect people's differences and are considerate to their needs.



	Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children