



## Job Description

### Environment & Regeneration Directorate Public Protection Service

<b>Post Title</b>	<b>Specialist Environmental Health Officer – Food Safety</b>		
<b>Post Number</b>	<b>BG00752</b>	<b>Grade</b>	<b>Scale 9</b>
<b>Base</b>	<b>Civic Centre, Ebbw Vale</b>	<b>Hours of Work</b>	<b>37 Hours*</b>
<b>Car User Allowance</b>	<b>Approved Casual Car user</b>	<b>Disclosure</b>	<b>None</b>
<b>Contact</b>	<b>Lisa Griffin 01495 357813</b>	<b>Updated</b>	<b>17<sup>th</sup> August 2015</b>

*\*There will be a need to work some evenings and weekends as part of the 37 hour week.*

#### Principal Job Purpose

**Responsible to:** The Team Manager Business & Commercial Services

**Responsible for:** Undertake proactive and reactive interventions and investigations for food safety, communicable disease and health safety, responding to service requests and other notifications relevant to the work of the team and to take appropriate enforcement action where necessary to protect and improve public health. To undertake said duties in accordance with any relevant statutory requirements, codes of practice or other operational guidance / policies that may be applicable.

#### Principal Accountabilities

1. To undertake interventions and investigations and to enforce the relevant statutory provisions applicable to the team.
2. To investigate and provide an appropriate response to service requests regarding those matters that fall to the team for enforcement.
3. To investigate reports of communicable or notifiable diseases received by the team and provide an appropriate response to minimise the spread of infection within the community and prevent its reoccurrence.

4. To maintain accurate and comprehensive records in relation to all interventions, investigations, enforcement action or any other actions undertaken as part of the role and to ensure that all records are updated in a timely fashion and without unreasonable delay.
5. To prepare evidence for legal proceedings for non-compliance with relevant legislation, to instigate legal proceedings where appropriate and present that evidence in court.
6. To facilitate and provide formal and informal training, where required, in food safety, communicable disease and occupational Health & safety to raise standards and ensure compliance with relevant legislation.
7. To co-ordinate, supervise or liaise with technical and other staff as appropriate to the duties of the team.
8. To liaise and work in partnership where required with other Departments, outside Agencies, other local authorities and working groups of the Society of Directors of Public Protection Wales and / or Welsh Heads of Environmental Health to provide an exchange of information, expertise, and to ensure common standards of enforcement to deliver effective services.
9. To examine appropriate planning, licensing or other applications relevant to the team and to process or respond to these applications in accordance with any statutory requirements, operational guidance or relevant codes of practice, or as directed by the team manager.
10. To effectively contribute to the delivery of the Food Law Service Deliver Plan, Health and Safety Work Plan and the Public Protection Service's Business Plan and any other Strategic objectives/plans of the Council relevant to the role under the direction of the team manager.
11. To act as lead officer for food safety, communicable disease or health and safety where directed by management.
12. To assist in the gathering and verification of data relating to the work of the team that is required for the completion of formal performance returns, as directed by the team manager.
13. To assist in the preparation of and provide responses to freedom of information requests, environmental information requests and subject access requests in line with Corporate policies and procedures and as directed by the team manager.
14. To participate in the emergency standby arrangements for the Public Protection Service.
15. To undertake any other relevant duties commensurate with the role which may from time to time be required by management, or as a mutually agreed development opportunity.

16. The post holder may be required to work in other Teams of the Public Protection Service where requested by management.
17. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
18. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
19. To adhere to all Corporate Policies or Procedures that are relevant to the role.

## Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
<b>Qualifications/relevant experience</b>					
BSc in Environmental Health or equivalent qualification recognised by the Chartered Institute of Environmental Health.	Essential	X			
The Post Holder must also possess a certificate of registration issued by the Environmental health Officers Registration Board.	Essential	X			
HACCP training.	Desirable	X	X		
Lead assessor training.	Desirable	X	X		
Food Hygiene Rating Scheme Consistency Training.	Desirable	X	X		
<b>Other experience</b>	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Proven post degree experience in undertaking proactive and reactive interventions and investigations for food hygiene Food Safety at a level which would satisfy the requirements of the current Food Law Code of Practice (Wales) - Chapter 1.2 Qualifications and Experience and which would allow thus them to undertake the full range of official controls detailed (with the exception of specialist and complex processes)*.	Essential	X	X		
<i>*Experience to a level that would satisfy the requirements for specialist and complex processes is dealt with under desirable criteria for applicants.</i>					
Experience of undertaking a lead officer role for Food Safety.	Desirable	X	X		
Experience in undertaking interventions for food hygiene at specialist and complex manufacturing processes.	Desirable	X	X		
Experience in Health and Safety enforcement work and infectious disease control.	Desirable	X	X		
<b>Knowledge/Skills</b>	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Detailed knowledge of environmental health related legislation relevant to the area of work of the team and an understanding of legal processes associated with enforcement functions and service of statutory notices.	Essential	X	X		
Evidence of continual professional development /training in topics relevant to the role.	Desirable	X			

<b>Knowledge/Skills (cont)</b>	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
IT literate, particularly in the use of Microsoft Office applications.	Essential	X	X		
Working knowledge of CIVICA APP system.	Desirable	X	X		
Effective and confident written and oral communication skills.	Essential	X	X		
Ability to meet deadlines and work under pressure.	Essential	X	X		
A self-starter with ability to self-motivate and work on own initiative.	Essential	X	X		
Good presentation skills.	Desirable		X		

<b>2. Special Requirements</b>	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Be available to work outside normal working hours.	Essential	X	X		
The post carries an Essential Car User Allowance and therefore you should possess a full driving licence and have access to a vehicle for work purposes.	Essential	X	X		

### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

### Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓