

Designation:	Food and Safety Officer (Inc' Trainee)
Grade:	Stroud 4 to Stroud 5 (pro-rata)
Hours:	up to 18.5 hours per week
Location:	Council Offices, Ebley Mill , Stroud, GL5 4UB
Job Purpose:	To assist in the delivery of the functions of the Commercial Services Team.
Responsible to:	Principal EHO/Commercial Services Manager
Responsible for:	Some supervisory responsibility for temporarily assigned or shared employees including on the job training or the allocation and checking of work for accuracy

KEY DUTIES

Stroud 4: Trainee Food and Safety Officer

- ❑ To work towards achieving the competencies and qualifications required to undertake the appropriate official controls in food safety. (Applicants' knowledge and skills will be mapped against the Food Standards Agency's [Competency Framework](#)).
- ❑ To participate in professional development programmes and competency assessments deemed appropriate by the Commercial Services Manager.
- ❑ To accompany and assist the authorised officers in the team in delivering the full range of services provided by the Commercial Services Unit.
- ❑ After a period of practical training, and after demonstrating a suitable degree of competence, to carry out unaccompanied revisits to businesses and carryout inspections of low-risk businesses under the remote supervision of an authorised officer.
- ❑ After a suitable period of practical training to:-
 - Investigate and gather intelligence relating to complaints, enquiries, accidents and incidents as directed by a qualified officer,
 - Participate in routine food and water sampling programmes.
 - Participate in promotional and educational events.
 - Assist in the delivery of the Council's functions as a port health authority including the inspection of ships, water sampling and the control of public health; animal health and pollution.
 - Make the necessary arrangements for the public burial of deceased persons where necessary and carry out associated administrative tasks, including the recovery of costs.
 - Investigate and gather intelligence in respect of nuisances arising from commercial premises including drainage defects and accumulations and deposits of refuse and report back to an authorised officer.
- ❑ To actively promote and assist officers in the delivery of the commercial, revenue generating activities of the environmental health service.

- ❑ To keep accurate records of all work and maintain the computer database system in accordance with agreed procedures
- ❑ To assist in any emergency either within the officer's direct area of responsibility for the time being or more generally and to undertake such other duties as may reasonably be required, including work outside normal office hours in an emergency or by prior arrangement as appropriate.

Note: Progression to the next grade will be on completion of a structured, practical training program and demonstration of the necessary competencies required to perform the duties of a Food Safety Officer, listed below, to the satisfaction of the Commercial Services Manager.

Stroud 5: Food and Safety Officer

- ❑ To work with the Principal EHO in delivering an effective service for enforcement of food safety, public health and occupational health and safety matters arising within an area of the District, for which the Council has a statutory enforcement responsibility, in accordance with performance criteria adopted by the Council, including the following: -
 - Inspection of complex and high risk commercial food and non-food premises in the District and provide businesses with clear and concise inspection reports,
 - Evaluation of all food businesses which fall within the scope of the Food Hygiene Rating Scheme and provision of an accurate rating,
 - Administration of licenses/consents and approval of premises where appropriate,
 - Investigation of complaints, enquiries, accidents and incidents,
 - Participation in routine food and water sampling programmes.
 - Participation in promotional and educational events, including the delivery of training courses.
 - Exercise appropriate statutory enforcement powers, having regard to the authorisations conferred by the Head of Environmental Health on behalf of the Council (excluding Prohibition Notices and Remedial Action Notices).
- ❑ To participate in the delivery of the Council's functions as a port health authority by acting as a Port Health Officer on rotation; including the inspection of ships and issue of ship sanitation documents; control of imported food and feed and the control of public health; animal health and pollution.
- ❑ To issue health certificates for the export of goods from local businesses to third countries.
- ❑ To make the necessary arrangements for the public burial of deceased persons where necessary and carry out associated administrative tasks, including the recovery of costs.
- ❑ To investigate and exercise regulatory control of statutory nuisances arising from commercial premises including drainage defects and accumulations and deposits of refuse.
- ❑ To assist the Commercial Services Manager/Safety Adviser in providing an in-house health and safety advisory service including participation in safety audits of Council services; delivering training courses; advising managers of safe working practices and assisting in the development of documented policies and procedures.

- To actively promote and deliver the commercial, revenue generating activities of the environmental health service.
- To keep accurate records of all work and maintain the computer database system in accordance with agreed procedures
- To assist in any emergency either within the officer's direct area of responsibility for the time being or more generally and to undertake such other duties as may reasonably be required, including work outside normal office hours in an emergency or by prior arrangement as appropriate.
- Work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

Stroud 4: Trainee Food and Safety Officer

- Possess, or is working towards, completion of, the baseline qualification (or equivalent) for officers undertaking official food controls [as described in Part 4 of the Food Law Code of Practice (England)] e.g. a degree or MSc in Environmental Health, recognised by the CIEH, or the Higher Certificate in Food Control.
- To work towards attaining the competencies set out in the FSA Competency Framework for local authority food safety and port health officers.
- Good communication skills both verbal and written
- An understanding of administrative processes and systems
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload

Stroud 5: Food Safety Officer

- Possess the baseline qualification (or equivalent) for officers undertaking official food controls [as described in Part 4 of the Food Law Code of Practice (England)] e.g. a degree or MSc in Environmental Health, recognised by the CIEH, or the Higher Certificate in Food Control.
- Able to demonstrate the knowledge and skills necessary for the effective delivery of official food controls and other activities set out in the FSA Competency Framework for local authority and port health authority officers.
- Excellent communication skills both verbal and written.
- Capable of being assertive and persuasive when working alone in unfamiliar locations and dealing with complex problems involving potential confrontation.
- An understanding of administrative processes and systems.
- Experience of managing budgets and expenditure.
- Experience of working with the public.
- IT Literate including a good knowledge of Microsoft Office/365 products
- Ability to manage own time and workload
- Maintain suitable and appropriate recognised qualifications and competencies that satisfy the authorisation requirements of the relevant legislation
- Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.

COMPLEXITY AND CREATIVITY

Stroud 4: Trainee

- Respond to routine queries and complaints
- Ability to prepare reports demonstrating evidence of an understanding of complex legal and technical issues.
- Work requires the exercise of creativity within the general framework of recognised procedures

Stroud 5: Food and Safety Officer

- Respond to complex queries and complaints
- To devise effective solutions to complex problems relating to service related issues
- Investigate potential contraventions, interpret legislative requirements and exercise personal judgement in taking appropriate enforcement action.
- Operate complex monitoring equipment and interpret results
- Exercise a balance between education and enforcement
- Creativity and innovation is a feature of the job but exercised within the general framework of recognised procedures.

JUDGEMENT AND DECISIONS

- Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public
- Contact required in respect of service delivery issues which may not be straightforward and that require the provision of advice and guidance and/or the initiation of action.

RESOURCES

- ❑ Responsible for the proper use and safekeeping of higher cost items of equipment such as laptop, Ipad/tablet, mobile phone, digital thermometer, camera and other monitoring equipment.

TRAVEL DESIGNATION

Car required, allowance paid at HMRC rate.

GENERAL

- ❑ To work with communities sometimes outside normal office hours, including weekends.
- ❑ To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- ❑ To work with colleagues across the organisation as required in support of organisational goals.
- ❑ To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- ❑ To undertake all training and development initiatives as required.
- ❑ To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- ❑ To work within the requirements of the Council's Environmental Policy and Management System.
- ❑ To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.