

Post Title:	Trainee Food and Safety Officer/Food and Safety Officer
Grade:	Stroud 4 rising to Stroud 5 on satisfactory completion of training
Responsible to:	Principal EHO/ Commercial Services Manager
Service Area:	Commercial Services
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- 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 completion of the academic element of the Higher Certificate in Food Control (Stroud 4). HSFC candidates must complete the award in order to progress to Stroud 5.

EXPERIENCE

Stroud 5:

- Experience of carrying out official controls in a range of food establishments
- Experience of managing budgets and expenditure.
- Experience of working with the public.

Stroud 4:

- Experience of working in an environment requiring interaction with the public.

SKILLS & KNOWLEDGE

Stroud 5:

- Able to demonstrate the knowledge and skills 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.
- Demonstrate logical and structured thinking in pursuit of problem solving.
- Demonstrate ability to be self-directed with initiative and to be able to solve practical problems with limited supervision.

Stroud 4 and 5

- Ability to acquire, maintain and demonstrate essential professional competencies
- Ability to manage own time and workload
- Ability to effectively research a subject and present findings.
- Ability to follow instructions and procedures.
- Proficient in the use of IT including competency at using MS office 365.

PERSONAL ATTRIBUTES

- Committed to undertaking further training to develop appropriate skills and knowledge.
- Capable of being assertive and persuasive when working alone in unfamiliar locations and dealing with complex problems involving potential confrontation.

OTHER

- Committed to working for an employer that values diversity and equality of opportunity
- Full UK driving licence and access to a car for business use.

DESIRABLE CRITERIA

QUALIFICATIONS

- NEBOSH national certificate/diploma in Occupational Health and Safety or a similar qualification.

EXPERIENCE

- Experience of working in Local Government

SKILLS & KNOWLEDGE

- Understanding of Local Government
- Understanding of broad Environmental Health functions.

CORE COMPETENCIES

1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people. You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. Customer Service

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment o understanding and meeting their needs, inline with policies.

3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. Innovating

You will be able to seek better, more effective ways of delivering services.

5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

7. Conscientiousness

You will be able to be conscientious in the work you do and demonstrate that you can work in an organised and orderly manner.

You will be able to demonstrate that you can be industrious in the way you work.