

Designation:	Food and Safety Officer
Grade:	Stroud 4 plus supplement
Hours:	37 hours per week
Location:	Council Offices, Ebley Mill, Stroud
Job Purpose:	To assist in the delivery of the Commercial Services functions.
Responsible to:	Principal EHO
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

- ❑ To assist in the provision of an effective service for enforcement of food safety and occupational health and safety matters arising within the District, for which the Council has a statutory enforcement responsibility, in accordance with performance criteria adopted by the Council, including the following:-
 - Routine inspection of commercial food and non-food premises in the District,
 - 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.
- ❑ To assist in the delivery of the Council's functions as a port health authority 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 assist in the arrangements for the public burial of deceased persons where necessary and carry out associated administrative tasks, including the recovery of costs.
- ❑ To assist in the investigation and 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 assist in the promotion and 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.
- Work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

- Excellent communication skills both verbal and written
- An understanding of administrative processes and systems
- Experience of managing budgets and expenditure.
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload
- Possess 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

- To devise effective solutions to problems relating to service related issues
- Investigate relevant issues and take appropriate action
- Operate relevant monitoring equipment and interpret results
- Exercise a balance between education and enforcement
- Responds to queries and complaints
- Creativity 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 digital thermometer, camera and other monitoring equipment.

TRAVEL DESIGNATION

Car required - Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.

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.