

<b>Designation:</b>	<b>Food and Safety Officer</b>
<b>Grade:</b>	<b>Stroud 4 plus supplement</b>
<b>Responsible to:</b>	<b>Commercial Services Manager</b>
<b>Service Area:</b>	<b>Environmental Health</b>
<b>Post Number:</b>	<b>EVH 1311</b>

## ESSENTIAL CRITERIA

### QUALIFICATIONS

A professional qualification such as the Higher Certificate in Food Premises Inspection; Environmental Health Officers registered with the EHRB or REHIS or an equivalent qualification described in the Food Law Code of Practice (England).

### EXPERIENCE

Experience of interpreting and implementing food safety legislation and good practice in a commercial setting.

### SKILLS & KNOWLEDGE

A good working knowledge of legislation and best practice relating to Food Safety.  
Good written, verbal and listening communication skills.  
Good numerical skills.  
Ability to make sound judgements and to justify decisions in a competent manner.  
Computer literate.

### PERSONAL ATTRIBUTES

Committed to providing excellent customer service.  
Ability to relate to and understand business proprietors, members of the public, councillors and other agencies.

### OTHER

Committed to working for an employer that values diversity and equality of opportunity.  
Willingness to undertake relevant training.  
Full UK driver's licence

## DESIRABLE CRITERIA

### QUALIFICATIONS

National Examination Board in Occupational Safety and Health (NEBOSH) National Diploma in Occupational Health and Safety (or equivalent) and/or NVQ Level 4 or 5: Health and Safety Regulation.

### EXPERIENCE

Experience of interpreting and implementing health and safety legislation and good practice in a commercial setting.  
Preference will be given to candidates who have experience of working in a regulatory capacity with a local authority.  
Experience of carrying out the functions of a Port health Authority.

### SKILLS & KNOWLEDGE

Experience of using the IDOX, UNIFORM computer system.  
Ability and willingness to deliver food hygiene and/or health and safety training courses.

## 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 along 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 and understanding and meeting customer needs in line with policies.

**3. Working Together**

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