

**Job Description****Environment Directorate****Public Protection Division**

Post Title	Environmental Health Officer – Food Safety		
Post Number	177T	Grade	Scale 8/9 (Progress through the Scales subject to experience)
Base	Abertillery District Office	Hours of Work	37
Car User Allowance	Essential	Disclosure	None
Contact	David Thompson	Updated	19.2.10
	Tel: 01495 355960		

Principal Job Purpose

Responsible to: Team Leader (Commercial)

Responsible for: Inspecting and enforcing food safety, and smoking ban legislation in a wide range of businesses, ensuring that the risks arising from food preparation, storage or manufacture and work activity are properly controlled. Also responsible for investigation of cases of communicable disease and food complaints and the post holder will also be involved in the Division's food hygiene and safety training programme.

Principal Accountabilities

1. To maintain a comprehensive up to date record on the Department's computer system of premises food hygiene and safety is enforced by this Authority. These premises to be hazard weighted to provide a priority scheme necessary to ensure maximum impact of staff resources.
2. To monitor and assess commercial premises and others such as luncheon clubs, etc. within the borough to ensure compliance with relevant legislation and to initiate appropriate enforcement action where necessary.

3. To investigate cases of communicable disease to ascertain their source to minimise the spread of infection within the community and prevent its reoccurrence.
4. To facilitate and provide formal and informal training in food hygiene and safety to raise standards and ensure compliance with relevant legislation.
5. To investigate food complaints - liaising with complainants, retailers, manufacturers and other local authorities, as necessary, to ensure that appropriate action is taken.
6. To prepare evidence for legal proceedings for non-compliance with relevant legislation, to instigate legal proceedings where appropriate and present that evidence in court.
7. To liaise with the Welsh Assembly, Department of Health, Food Standards Agency, Meat Hygiene Services, Health and Safety Executive, other local authorities and working groups of the Society of Directors of Public Protection Wales to provide an exchange of information, expertise and to ensure common standards of enforcement.
8. To operate administrative and I.T systems used by the Department to record information in an accurate and timely manner.
9. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
10. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
11. To undertake any other relevant duties that may from time to time be required by Management.

Person Specification – EHO (Food Safety)

	Assessment Method				
	Essential / Desirable	App. Form	Interview	Other	Probationary Period
1. Qualifications & experience					
Qualifications/relevant experience					
BSc in Environmental Health or equivalent qualification recognised by the Chartered Institute of Environmental Health.	Essential	√			
Certificate of Registration issued by the Environmental Health Officers Registration Board (or working towards).	Essential	√			
Relevant training in the Inspection of Specialist or Complex processes (as defined in Food Law CoP Wales)	Desirable	√			
Experience in Food Safety enforcement work including food premises inspection	Desirable	√	√		
Experience in infectious disease control	Desirable	√	√		
Demonstrable post qualification experience in food safety matters, including the Inspection of Specialist or Complex Processes, Inspection of Establishments Approved under Regulation 853/2004 and preferably experience in the service of Emergency Prohibition Notices and Remedial Action/Detention Notices (as defined in Food Law CoP Wales) (necessary to progress beyond Scp 37)	Desirable	√	√		
Knowledge/Skills					
Detailed knowledge of environmental health related legislation and an understanding of legal processes associated with enforcement functions and service of statutory notice.	Essential		√		
Knowledge of current issues facing Local Government	Desirable		√		
Good IT skills	Essential	√			
Good presentation skills	Desirable		√		

2. Special Requirements

	Essential	Desirable
Be available to work outside normal working hours	√	
A full driving licence and access to a vehicle for work purposes	√	

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
Delivering the service	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
Improvement & Change	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
Providing Excellent Customer Service	Recognises the importance of high standards of customer service	✓	✓		✓
	Is committed to providing an excellent service to 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
Team Working	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
Communicating	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			✓	