

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

- JOB TITLE:** Senior Environmental Health Officer  
(Food Safety / Health & Safety)
- REFERENCE NO:** CE184
- SALARY SCALE:** PO2-5 (scp 32-35) £38,296 to £41,496 per annum
- RESPONSIBLE TO:** Head of Environmental Health Services
- RESPONSIBLE FOR:** Environmental Health Technician (Food and Health & Safety), Part Time Environmental Health Officer (Food Safety)
- JOB PURPOSE:** To be the Lead Officer for food law and workplace health and safety enforcement within the Borough.

## KEY RESULT AREAS:

- To interpret and implement legislation and national guidance in respect of food safety, health & safety and smoke free enforcement and determine the strategy to achieve objectives.
- To inspect food premises, including high risk food premises and approved food premises.
- To investigate complaints related to the sale of unfit food and implement appropriate action including prosecution. This would include representing the Council in court if formal proceedings were taken.
- To prepare and issue associated statutory and informal notices and prepare cases for prosecution for breaches of legislation where appropriate.
- To undertake health and safety inspections, accident investigations, health and safety complaints and advisory visits in accordance with HSE priorities.
- Investigate and assist with the management of cases of food poisoning and other infectious diseases within the community.
- To enforce the smoke free legislation in all commercial premises.
- To participate in health promotion initiatives including the delivery of training courses as required.

- To inspect plans, carry out surveys and make recommendations on applications for planning and building control for commercial operations in relation to Food Safety and Health & Safety issues.
- To investigate failures of microbiological and other food safety standards including formal samples involving contact with other local authorities, the Food Standards Agency and manufacturers located outside the district.
- To be included on 'out of hours' emergency service contact list as second point of contact after Head of Environmental Services, for food safety, infectious diseases and health and safety issues, and to provide advice on other issues as required.
- To prepare technical reports as required, including the preparation and annual update of food safety and health and safety standard procedures in line with national guidance and best practice.
- To represent the council at appropriate meetings, working parties or committees as directed by the Head of Service.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

# PERSON SPECIFICATION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**Job Title: Senior Environmental Health Officer (Food Safety/Health & Safety)**

**Reference No: CE184**

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
Degree in Environmental Health (or equivalent qualification) with EHRB/CIEH Registration.		Application Form
Current driving licence and access to a vehicle for work purposes.		Application Form/ Interview
	Professional qualifications in Food Safety and/or Health & Safety.	Application Form
<b>Knowledge/Experience</b>		
Sound knowledge of relevant legislation, codes of practice, guidance, policies and procedures.		Application Form/ Interview
Experience of carrying out inspections in high risk and approved food premises.		Application Form/ Interview
Experience of investigating food related complaints, food sampling and infectious disease notifications.		Application Form/ Interview
Experience in undertaking food safety/health and safety enforcement i.e. the service of notices/prosecutions.		Application Form/ Interview
Experience of managing/supervising staff.		Application Form/ Interview
Excellent communication skills and the ability to deal with the public.		Interview
Ability to complete all relevant documentation and notices.		Application Form/ Interview
Excellent IT skills.		Application Form/ Interview
Ensure accurate 'high quality' work undertaken efficiently and effectively in accordance with required office systems.		Application Form/ Interview
	Previous experience of using Flare software.	Application Form/ Interview

	Supervisory and motivational skills.	Application Form/ Interview
<b>Personal Qualities</b>		
Professional and committed approach to Environmental Health.		Interview
Thorough, conscientious, flexible and highly motivated approach to work.		Interview
Ability to prioritise and organise own workload, achieve high work rate and demanding targets.		Interview
Ability to work under pressure and meet deadlines on time.		Interview
Excellent interpersonal skills, including ability to adopt a tactful and diplomatic approach.		Interview
Able to work outside normal working hours as required.		Interview
Questioning and analytical approach.		Interview