

CANDIDATE SPECIFICATION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Graduate/Trainee Environmental Health Officer
(Food/Health and Safety)

REFERENCE NO: CE191

SALARY SCALE: Scale 4/5/6 (scp 10-24) £25,545 to £33,024 per annum
Progression arrangement apply*

RESPONSIBLE TO: Lead Food Officer, Head of Environmental Health

JOB PURPOSE: To undertake programmed food hygiene inspections, investigate food complaints/infectious disease notifications; investigate health and safety breaches.

Please note it is a condition of employment that you are qualified with BSc (Hons) MSc in Environmental Health by September 2024

KEY RESULT AREAS:

- To undertake programmed food safety inspections under the direction of the Lead Food Officer to determine whether food businesses are complying with food law and producing food that is safe to eat. The officer will also be responsible for risk rating food businesses and rating food businesses in line with the Food Hygiene Rating System.
- To investigate complaints related to the sale of unfit food within the Borough.
- To undertake food sampling as required.
- To investigate and assist with the management of cases of food poisoning and other infectious diseases within the community.
- 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 carry out health and safety inspections/investigations as required. This will include gathering and collating evidence, interviewing and drafting statements of witnesses etc.
- 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.

- To undertake visits, draft inspection reports and prepare licences as part of the Council's animal welfare licencing programme.
- To undertake inspections of relevant licenced premises i.e. Tattooists, body piercing, acupuncture etc; draft reports and prepare licences as required.
- To enforce the smoke free legislation in all commercial premises.
- To have regard to all relevant pieces of legislation when undertaking the functions listed within this job description.
- To have regard to all relevant statutory codes of practice and relevant guidance when undertaking the functions listed within this job description.
- To carry out enforcement activities for the functions listed within this job description in line with the relevant pieces of legislation; this may include serving legal notices (Improvement Notices, Hygiene Emergency Prohibition Notices etc), issuing fixed penalty notices, or taking a prosecution (this may involve representing the Council in court).
- To prepare associated correspondence and maintain associated premises files, computer records and statistics as required to an acceptable professional standard.
- To carry out PACE (Police and Criminal Evidence Act) interviews where required.
- To attend, as required, relevant meetings as a representative of the Council i.e committee meetings, parish council meetings, food liaison groups etc.
- To carry out other environmental health functions appropriate to the grade and character of the post as may be decided by the Head of Environmental Health/Chief Executive.
- 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.
- To undertake other duties of a similar responsibility as may be allocated to the post from time to time.

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Qualified with BSc (Hons), MSc in Environmental Health by September 2024. This is a condition of employment.		Application Form and Qualification Certificate
Full UK driving licence and access to a vehicle for work purposes.		Application Form
Experience		
	Experience of food safety, health & safety, communicable disease and public health processes and procedures.	Application Form/ Interview
	Experience of carrying out inspections of food premises.	Application Form/ Interview
	Experience of investigating food related complaints, food sampling and infectious disease notifications.	Application Form/ Interview
Skills/Knowledge		
Knowledge an understanding of relevant legislation, codes of practice, guidance, policies and procedures in food safety/environmental health.		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
Knowledge and understanding of food safety management systems and the ability to assess suitability and actions required.		Application Form/ Interview
Ability to communicate with and influence appropriate persons, including businesses, consumers and other relevant individuals in a clear and effective manner using suitable methods of communication, including the appropriate technology.		Application Form/ Interview
Personal Qualities		
Professional and committed approach to Environmental Health.		Application Form/ Interview
Thorough, conscientious, flexible and highly motivated approach to work.		Application Form/ Interview
Ability to prioritise and organise own workload, achieve high work rate and demanding targets.		Application Form/ Interview
Ability to work under pressure and meet deadlines on time.		Application Form/ Interview
Excellent interpersonal skills, including ability to adopt a tactful and diplomatic approach.		Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Personal Qualities		
Able to work outside normal working hours as required.		Interview
Questioning and analytical approach.		Application Form/ Interview
Ensure accurate 'high quality' work undertaken efficiently and effectively in accordance with required office systems.		Application Form/ Interview

Progression Arrangements

Scale 4 - On appointment and due to obtain your BSc(Hons), MSc in Environmental Health by September 2024.

Scale 5 – Qualified with BSc (Hons) Degree in Environmental Health, MSc in Environmental Health.

Grade 6 – Fully qualified as above. Head of Department evaluation of consistently high standards of performance and experience in the field of food and health and safety.

It is the post holder's responsibility to apply and move through the progression arrangements of the post.