Job Description

Department
Environmental Health & Licensing

Location
Cambourne

Job Title
Environmental Health Officer Food Lead

Post Number
N/A

Grade

Salary Range

Responsible To
Operational Manager

Responsible For
N/A

Health Considerations/Risk/Surveillance Required
Tetanus Vaccinations.

General to all job descriptions

All employees must have due regard to the Council’s current Management Arrangements for Data Quality. All employees have a responsibility to ensure that the data they collect, manage and report, including data from third parties is accurate, valid, reliable, relevant, complete and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to provide quality data.

Work in an internal and external customer related way in accordance with adopted procedures and good practice.

Comply with the Council’s Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

Comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

South Cambridgeshire District Council’s Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

To be responsible for establishing safe systems of work for investigators and visiting officers, with specific reference to lone and out of hours working. To continually assess, manage and mitigate risk to employees in the area of fraud investigation work.
South Cambridgeshire District Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all council employees and councillors to share this commitment.

All staff, at every level, are often best placed to identify many of the risks faced by the Council and therefore have a responsibility to identify and minimise risk, including taking prompt remedial action on adverse events and near misses, when necessary, and reporting these, following Council policies and procedures designed to manage risk and maintaining a general level of risk awareness.

**Description of Duties and Responsibilities**

**Key Result Areas/Overview**

To be a key member of the Environmental Health & Licensing Team assisting the Operational Manager in either the Business Team or Communities team to deliver exceptional customer service and outcomes within a culture of change.

To be responsible for the development of systems and procedures to deliver intelligence led, risk based regulatory and enforcement activities within the field of food safety, Housing, Licensing and Health & Safety dependant upon individual post.

To assist the EH&L teams to deliver “more with less” by contributing to the effective management of budgets, joining up of services across SCDC and assisting in the development of partnership and commercial opportunities to enhance service performance, customer outcomes and value for money.

**Dimension of the Job**

The post holder must be knowledgeable in all legislation, policy, guidance, codes of practice, standards etc. relating to food hygiene and keep appraised of technical/scientific knowledge and developments necessary for fulfilling the duties of the post and providing specialist food safety advice within the council as required.

The post-holder is required to develop systems, procedures, quality and performance measures for the delivery of food safety functions with the objective of ensuring consistency across the service, and compliance with relevant legislation, codes of practice, approved guidance and corporate policies.

The post holder is to exercise judgement and make decisions within the framework of legislation and Council Policy. Matters not covered by existing policy are referred to the Operational Manager for guidance.

To remain impartial while attempting to reconcile the expectations of a number of parties, whilst operating within current operational, legal, financial and staffing constraints.

The post-holder is to deal with members of the public in a tactful and diplomatic manner.

**Key Contacts/Communication Links**
**Internal:** Staff within Environmental Health, Contact Centre, Planning, Building Control, Legal and other Council Departments, Heads of Service, Directors and Assistant Directors, Members and Portfolio Holders.

**External:** Food Business Operators, company representatives; business owners/occupiers and managers; FSA; Fire Authority; Environment Agency; Health & Safety Executive; PCT and other Health bodies; Governmental and Non-governmental organisations, developers, business owners/occupiers/managers, Solicitors, legal and court representatives, County Council, Public Health England, Parish Councils, and general public.

**Key Responsibilities and Specific Duties**

To assist the operational manager in developing a high performing team to deliver exceptional customer service across the assigned regulatory role.

To work closely with team and management to progress the Primary Authority partnerships of the Council

To contribute positively to a one team ethos to ensure a consistent approach to the enforcement of Environmental Health & Licensing legislation and to contribute to a performance management culture.

Meet relevant targets and performance standards, relevant to the assigned duties in order to achieve high standards of service delivery

To work in an internal and external customer related way that promotes innovation and a ‘one SCDC’ approach to customer service delivery. Embed a collaborative, learning approach and flexibility in the use of people and resources to actively develop partnership and commercial opportunities and “new ways of working”.

To comply with the Council Data Protection policies and the Data Protection Act and other relevant legislation.

To comply with the Council’s Equal opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

South Cambridgeshire District Council’s Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding health and safety issues and report all accidents, incidents and problems as soon as practical to their line manager or other senior member of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post holder. The outline of responsibilities given may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

**Essential Skills /Experience**

1. Qualified Environmental Health Officer with EHORB/EHRB registration or equivalent
2. Minimum of 3 years post qualification experience in local authority food hygiene or housing enforcement

3. Experience of inspecting premises requiring in depth knowledge of legislation in either food safety or Housing

4. Proven excellent team working and communication skills

5. Experience of producing implementing written procedures and project management

6. Membership of a professional body such as CIEH