

Job Description

Environmental Health Officer – Food & OH

Department	Governance & Regulatory Services
Reports to	Manager – Food & OH
Hours of Work	37 per week, Flexi Policy applies
Grade	I

Job Purpose: To provide professional assistance within the Food and Occupational Health Section, undertaking inspections, investigations and follow up action as required in line with statutory requirements and the public interests.

Main Duties and Responsibilities

The professional implementation of a personal caseload, special projects and assigned tasks

- To execute a personal caseload related to the professional work of the Service to ensure a high level of customer satisfaction and compliance with Service standards, policies and procedures
- To be responsible for carrying out visits and inspections, taking enforcement action including preparing and issuing formal notices, permits, licences, certificates, registrations, statutory letters and documents, and, gathering and presenting evidence in court, tribunals and public inquiries
- To be responsible for monitoring and updating information systems and producing reports and statistical information as required.
- To assist in the management of all employee related matters within the team to ensure adherence to Council policies and practices.
- To liaise with others internally and externally, provide professional advice, support and report to senior management and attend meetings as necessary.
- To be responsible for the development, implementation and review of special projects and assigned tasks to include promotional, advisory, innovative and educational activities.
- To undertake out of hour's work as and when required.
- To maintain an up to date professional knowledge of appropriate legal, technical and social issues to ensure the delivery of an effective quality service.
- To actively assist in the identification and introduction of new systems and techniques to improve the way the council works and to generate efficiencies.
- To be involved, as appropriate in the event of emergency situations occurring within the Borough.
- Undertake any other duties as might reasonable be requested within the experience and qualifications of the post-holder, to ensure the most effective and efficient use of staff to meet corporate and service objectives. This may include project team and other cross unit working, involving the assignment of the post holder outside of their principle area of work, where suitably qualified and experienced, subject to agreement between the manager and the post holder.

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Health and Safety

- To acquaint themselves with the Council's Health and Safety Policy and to ensure that it is practiced at all times.
- To ensure any equipment, device or clothing provided by the Council intended to safeguard employees against risk of injury or ill health is kept in such a manner as to ensure its effectiveness.
- To report all accidents, dangerous occurrences and near misses to the person who is immediately senior to them or to the person to whom they normally report.
- To co-operate with the Council in meeting its statutory obligations with regard to Health and Safety at Work Legislation.

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Person Specification

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ALLERDALE VALUE AND BEHAVIOURS

Our Values	The behaviours that uphold our Values
Professionalism	<p>Acts appropriately: will be respectful of colleagues and customers</p> <p>Continually learning and seeking to improve – expands professional knowledge and learns from mistakes</p> <p>Honesty: will apply honesty and tell people what we can do and what we can't do</p> <p>Positively: by creating a positive environment and acting as an ambassador of the Council</p> <p>Calmly: will remain calm and treat colleagues with respect even when under pressure</p> <p>Resilient: is resilient to change and accepts constructive disruption</p>
Takes Responsibility	<p>Realistic: understands priorities and impacts on other teams</p> <p>Keeps promises: delivers what you say you're going to deliver, takes ownership</p> <p>Preparation – is 'ready' for all aspects of work, does the necessary groundwork and research required whilst demonstrating care and attention to getting things right the first time</p> <p>Reliable & Responsive: delivers what is needed, when it is needed</p> <p>Commitment: exceeds expectations</p>
Solutions Orientated	<p>Think Big: be innovative and identify new opportunities</p> <p>Creative: finds smart ways to make positive change</p> <p>Commercial insight: applies commercial solutions ensuring best value for money at all times</p> <p>Continually improve: looks at new ways of working and having processes and systems to create a council for the future.</p> <p>Challenges: the status quo</p>

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	Meeting the needs: as quickly and as simply as possible whilst avoiding over-complexity
Team Player	<p>Support: will ask for, and offer, support when needed</p> <p>Share Information: will share information and inform people who need to know</p> <p>Collaborative: we achieve more when we work together</p> <p>Feedback: will give and receive useful feedback whilst accepting criticism and not taking it personally</p> <p>Trust: will trust others to do their jobs well</p>
Customer Focus and Insight	<p>Insight: will use customer insight to inform our understanding of customer needs</p> <p>Focus: will ensure the customer remains at the heart of our business</p> <p>Right First Time: will ensure a consistent and positive customer experience, getting it right first time, irrespective of the choice of contact channel</p> <p>Energetic: will have an energetic approach to all tasks, no matter how serious or complicated a task may be</p> <p>Necessary Contact: will contact where necessary by using appropriate means and we will avoid unnecessary contact</p>
(For Managers) Member Engagement and Management	<p>Member Roles – understands the different roles and processes i.e. Executive, Wards, Committees</p> <p>Relationships – builds and manages member relationships</p> <p>Policy - understands the link between policy and service delivery</p> <p>Political Landscape – is aware of the political environment, is savvy, anticipates and challenges</p>

Role Requirements

Job related Skills and Experience	Essential Desirable Criteria
Experience of inspecting premises for compliance with environmental health legislation either as a trainee or qualified officer, taking appropriate enforcement action.	E
Experience of and ability to investigate complaints and to take appropriate action to secure compliance.	E
Experience of and ability to investigate to determine caused and to identify measures to prevent recurrence.	E
Experience of and ability to investigate and prepare cases for prosecution and to give evidence in court/formal appeals/tribunals.	E
Experience and ability to lead or be part of team when there is an outbreak.	E
Possess a knowledge and understanding of food safety health and safety at work, public health codes of practice and other relevant good practice guides.	E
Possess excellent written and verbal communication skills, have the ability to communicate	E

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effectively with a wide range of customers and partners, providing information, advice and instruction, and to write and present complex correspondence and reports.	
Ability to use a range of computer applications or the production of reports, inputting data and extracting information.	E
Good problem solving and analytical skills to assimilate, analyse and translate technical and statistical information.	E
Ability to organise and prioritise workload to meet targets and objectives.	E
Self-motivated and be able to work under pressure to strict guidelines.	E
Qualifications and Education	
A recognised BSc, MSc or Diploma in Environmental Health or, actively working towards such a qualification	E
Certificate of Registration with the Environmental Health Officers Registration Board or equivalent where such a qualification has been awarded	E
Membership of CIEH	D

Allerdale Employment Benefits

- Annual leave entitlement of 23 days rising to 28 days after 5 complete years of continuous Local Government service and 31 days after 10 complete years
- 8 statutory bank holidays
- Option to purchase up to 10 days additional annual leave
- Flexi time working arrangements – no set start or finish times (for certain roles).
- Pension scheme (employer contributions of 14.5%)
- Occupational sick pay scheme.
- Family friendly initiatives such as maternity/paternity/adoption pay, shared parental leave, options for job shares and flexible working arrangements
- Cycle to work salary sacrifice scheme
- Car lease salary sacrifice scheme
- Access to Occupational Health Services and up to 6 free counselling sessions with qualified independent therapist
- Discounted gym membership
- Discounted optical care
- The opportunity to take 2 paid volunteer days per year
- Free parking
- Employee wellbeing room available for staff to us. We run a range of activities such as craft classes and mindfulness relaxation sessions.
- Employee engagement group with various activities from bowling, nights out and coach trips.

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