

# JOB PROFILE

## Senior EHO – Food and Safety

Overview	
<b>Post No.</b>	EENH031
<b>Grade</b>	Grade 6 – (SCP 34-39) - £42,403 - £47,420
<b>Directorate</b>	Communities
<b>Service Area</b>	Environmental Health
<b>Team</b>	Food and Safety Team
<b>Reporting to</b>	Team Leader: Food and Safety

The Job
<p>To carry out all statutory duties, actions required under discretionary powers, and actions resulting from policy decisions, in the application of the Council's environmental health functions, as managed, administered and enforced by the Environmental Health service.</p>

Generic Accountabilities of the Role
<ol style="list-style-type: none"> <li>1. To discharge the duties of the post in accordance with the Corporate Plan with a view to continuous improvement of Council services.</li> <li>2. To work with the other staff and the management of the Food and Safety Team, to help ensure that the team delivers the highest quality environmental health services possible.</li> <li>3. To promote an enthusiastic, positive, and professional atmosphere within the Food and Safety Team and to provide a customer and stakeholder focused approach.</li> <li>4. To contribute positively to a "team working ethos", both within the Environmental Health service and the Council as a whole.</li> <li>5. Responsible for providing specialist advice and expertise within a specific subject area, as a resource for other Officers in the Environmental Health service.</li> <li>6. To keep abreast of all environmental health and associated legislation, so far as it relates to your work within the Food and Safety Team and be able to demonstrate that you meet the Competency Framework detailed in the Food Law Code of Practice in respect of inspection of food establishments, use of enforcement sanctions, sampling, import and export controls, and reactive investigations.</li> <li>7. To carry out food hygiene inspections, food and environmental sampling, assess the fitness of food and food identification, issue export certificates and advise food business operators. Take the lead on the processing of applications for approved premises from initial application and approval, subsequent inspection, sampling, and where necessary revocation of approval. To investigate complaints, initiate and carry through enforcement action: to draft and serve enforcement notices, carry out voluntary and emergency prohibition of premises, practices, or equipment, and to attend Court and represent the Council in enforcement proceedings, as directed by the Food and Safety Team Leader or Assistant Director for Communities.</li> <li>8. To carry out health and safety inspections, accident and fatality investigations, respond to service requests, investigate notifications of lift failure reports, deal with asbestos notifications, and take appropriate enforcement action including service of Improvement Notices and Prohibition Notices and</li> </ol>

prepare prosecutions, with subsequent attendance at Tribunals and Court to represent the Council in enforcement proceedings.

9. To carry out investigations of infectious disease notifications, including service of notices to exclude persons from work and school, carry out of food sampling and arrange collection and testing of faecal specimens. To work closely with UKHSA and participate in Outbreak Control Team meetings.
10. To inspect and register premises and persons carrying out skin piercing activities, enforce the Council byelaws, and advise on good practice and guidance.
11. Investigate cases of Legionnaires disease, drainage, accumulations, pest infestations, and carry out private water supply risk assessments and sampling.
12. To provide advice to members of the public, Mid Sussex residents, and businesses on all aspects of food safety, control of infectious diseases, health and safety at work, and skin piercing activities.
13. To liaise on behalf of the Council with representatives of other local authorities, statutory agencies such as the Health and Safety Executive and UK HSA, and other external organisations and agencies, with an interest in delivering all the Food and Safety Team services.
14. To respond as statutory consultee on Licensing and Planning Consultations and attend Committee as appropriate.
15. Provide management and supervision of staff at the request of your line manager and deputise for the Food and Safety Team Leader in their absence.
16. To assist in professional training of colleagues, apprentices, and students.
17. Other duties as directed by the Head of Environmental Health or the Assistant Director for Communities that may from time to time be reasonably required.

### Other Duties

**Health & Safety:** You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must cooperate with management in all respects for the full implementation of the Council's Health and Safety Policy.

**Equality & Diversity:** You must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

**Learning & Development:** You have a personal responsibility for your own learning and development and will maintain up to date records of achievement and attendance as required. You must undertake the learning and training identified as part of your ongoing development, and other relevant training that is identified and agreed with your manager. You will be receptive to feedback, willing to learn, embracing continuous improvement.

**Quality/Compliance:** You will achieve a standard of excellence with our work processes and outcomes, honouring our policies and all regulatory requirements.

**Customer Focus:** You will strive for high customer satisfaction, going out of your way to be helpful and pleasant, making it as easy as possible on the customer rather than our directorate or the Council.

**Communication:** You will balance listening and talking, write clearly and accurately, influence others, and keep others informed.

**Initiative:** You take ownership of your work, doing what is needed without being asked, and following through.

**Efficiency:** You plan and manage your time well, being on time, being cost-conscious, and continuously thinking of better ways to do things.

### Special Conditions

By the nature of this post the hours of work must be flexible, and may, on occasion, be more than those normally laid down. Occasional evening work and other work outside of "normal office hours" forms an integral part of the job, and this has been considered when determining the salary for the job.

It is a requirement of the post that the postholder holds a current driving licence enabling him/her to drive a car, and in this connection, you must ensure that your insurance cover includes use for your employer's business.

The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. Eligibility to receive a car allowance will be based on the requirement for essential car usage to undertake the duties of your post and no less than annual mileage of 250 miles, which will be recorded and verified by your designated line manager monthly. It is a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, monthly, so that the Payroll Manager can process correct information to the HMRC at year end. Failure to record and report mileage undertaken to your employer may forfeit your right to receive a car allowance.

Your eligibility to receive a car allowance will be reviewed on an annual basis by your Head of Service. The Council reserves the right to review, amend or withdraw the car allowance subject to consultation with you. A notice period of three months to terminate the status and associated allowance will be given to any employee who no longer meets the required criteria. There will be no entitlement to any further car allowance.

Professional and Personal Attributes	
<b>Qualifications Educational and Professional</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• A degree (BSc/MSc) or diploma in Environmental Health.</li> <li>• Registered with the CIEH (Professional Register) or Certificate of Registration from the Environmental Health Officers Registration Board, achieved by professional qualification on completion of examination, interview, and experiential learning portfolio.</li> <li>• Eligible for Voting Membership of the Chartered Institute of Environmental Health.</li> <li>• Able to demonstrate compliance with the Competency Framework detailed in the Food Standards Agency Food Law Code of Practice by annually producing documented evidence of training, skills, and experience.</li> <li>• Completion of continual professional development related to Food Safety (minimum 20 hours per year), Health and Safety at Work (minimum 10 hours per year).</li> <li>• High level of literacy and numeracy.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Degree or postgraduate qualification in another relevant subject, such as NEBOSH diploma.</li> </ul>
<b>Knowledge</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Competent ICT skills.</li> <li>• Sound knowledge and experience in general principles of criminal law and enforcement practice, in particular a detailed knowledge of the Police and Criminal Evidence Act and Criminal Procedures and Investigations Act.</li> <li>• Detailed working knowledge of Environmental Health legislation.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Good working knowledge of Environmental Health computer software packages such as Uniform, GIS systems, and Information at Work.</li> </ul>
<b>Experience</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Recent experience of carrying out food safety inspections of a wide range of low to high-risk food businesses, and application of the Food Hygiene Rating Scheme.</li> <li>• Experience of processing applications for, and inspection of, approved premises.</li> <li>• Recent experience of investigating accidents at work.</li> <li>• Recent experience of investigating outbreaks of infectious food-borne diseases.</li> </ul>
<b>Special Aptitude / Skills</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Have excellent written &amp; oral communication skills including the ability to explain complex legal &amp; technical issues to members of the public.</li> <li>• Proven interpersonal skills.</li> <li>• An ability to develop and deliver services to meet the needs and aspirations of the customers and service users.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent organisational skills with the ability to manage and prioritise workloads in an efficient, effective manner.</li> <li>• Able to contribute positively as a team member.</li> <li>• Ability to work with minimal supervision.</li> <li>• Able to solve problems creatively.</li> <li>• Excellent negotiation skills.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience of attending court and undertaking prosecutions.</li> <li>• Experience of chairing internal and external meetings, public speaking / presentation skills.</li> </ul>
<b>Personal Behaviours</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Self-motivated, flexible &amp; enthusiastic.</li> </ul>
<b>Other</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Full valid UK driving licence.</li> <li>• Physically capable of visiting and inspecting industrial, commercial, and residential premises.</li> <li>• Willing and able to work outside of normal office hours when necessary to respond to: emergency call outs, complaints, food business inspections, food poisoning outbreaks, health and safety major incidents and fatalities.</li> </ul>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.