

# Job description and person specification

## Job Description

### **Job title**

Principal Environmental Health Practitioner (Food and Safety)

### **Department**

Place Service

### **Grade**

J (SCP 38-40)

### **Salary**

£46,042 to £48,031

### **Manager**

Environmental Health & Licensing Manager

### **Job summary**

Working with the Environmental Health & Licensing Manager the postholder will take a lead role in delivering food hygiene and commercial safety services.

The post holder will work within the Environmental Health team with lead officer responsibility for: food hygiene inspections, health and safety interventions, accident investigations, service enquiries and complaints, responding to infectious disease notifications and outbreak investigations.

The post holder will work within a small team to deliver best practice that secures high standards of service delivery and secures positive outcomes.

This postholder will lead and develop their service areas, and individuals, ensuring high performance outputs and the achievement of service objectives.

The post will promote the HART values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel warm, welcome, wanted and cared for.

## **Dimensions of Job**

1. To carry out inspections and revisits in line with Codes of Practice and internal policies,
2. Investigating accidents reported under RIDDOR,
3. Responding to complaints and enquiries in relation to local businesses,
4. Responding to infectious disease notifications and investigation of outbreaks,
5. Handling complex, sensitive and/or priority cases,
6. To plan and organise own workload within the general priorities set out for the Service.
7. To offer assistance and guidance to less experienced officers as necessary. To assist where necessary across the whole of Environmental Health and the Place service.

## **Key responsibilities / specific duties**

1. Working with the Environmental Health & Licensing Manager as nominated 'Lead Officer' for Food Hygiene. Helping lead food and safety functions within the team in accordance with the service plan and key performance indicators.
2. To deputise for Environmental Health & Licensing Manager as necessary in their absence.
3. Working with the Environmental Health & Licensing Manager to establish effective systems, targets and performance management that secures high standards of service delivery and secures positive outcomes.
4. To be a senior Environmental Health professional, providing detailed and technical advice to the team, handling complex service requests, and providing quality professional advice.
5. To drive continuous service improvements, challenging existing practice and actively seeking ways of achieving greater outcomes and leaner delivery.
6. To work closely with other services and external partners, agencies and service users to ensure co-ordinated, efficient and effective service delivery.
7. To demonstrate a commitment to the Council's vision, key objectives and values and contribute towards other Council projects and initiatives.
8. To maintain a current and effective knowledge of all relevant legislation; to provide expert advice; and to be responsible for developing policies and strategies in relation to relevant Service areas
9. To plan and organise own workload within the general priorities set out for the Service.

10. To inspect premises in accordance with programmes of work and relevant codes of practice
11. To identify breaches in legislation, codes of practice and any other technical guidance of equivalent legal weight. To offer informal advice where formal action is not to be taken
12. To obtain evidence, including sampling and monitoring, to confirm breaches of legislation. To obtain formal statements as evidence of breaches of legislation
13. To draft and send reports and formal/informal notices identifying breaches of legislation, the remedial action required and the time periods for compliance
14. To serve formal notices as provided for in specific legislation and/or the Council's scheme of delegated powers. Taking timely and proportionate action
15. To prepare case files and legal instructions in preparation for enforcement action and attend and give evidence at relevant legal proceedings.
16. To assist the Environmental Health & Licensing Manager in reviewing and preparing internal procedures and Statutory returns. To help prepare reports and procedures as may be requested
17. To represent the Council at appropriate external meetings and events, working groups and advisory bodies at local, regional and national levels as may be required by the Environmental Health and Licensing Manager
18. To promote a positive working relationship with other Council departments to demonstrate a 'One Council' approach.
19. To provide high levels of customer service for our residents, staff, managers and external partners, so that they are made to feel warm, welcome, wanted and cared for.
20. Promote the **HART Values** by:  
  
Being **helpful**,  
  
Being **approachable**,  
  
Being **responsive**, and  
  
**Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

### **Standard Clauses**

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.

- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

Hart 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 cooperate 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.

**This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.**

# Person specification



## Job title

Principal Environmental Health Practitioner (Food and Safety)

## The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**,
- Being **Approachable**,
- Being **Responsive**,
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education & qualifications	Degree in Environmental Health or equivalent  EHORB registered or equivalent to enable officer to undertake food hygiene enforcement controls in line with Food Law Code of Practice	Member of Chartered Institute of Environmental Health  Other relevant specialist qualification	Application & certificate

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Experience & knowledge	<p>Significant post qualification experience in Environmental Health</p> <p>Detailed knowledge and understanding of legislation, policy, guidance and best practice relevant to service functions</p> <p>Experience of liaison and negotiation with partners including voluntary agencies</p> <p>Experience in dealing with customers / members of the public</p> <p>Committed to providing high quality customer service</p>	<p>Positive approach to income generation and commercialisation</p> <p>Progressive in relation to the digitisation agenda</p>	Application & interview

<p>Skills and abilities</p>	<p>Excellent oral and written communication skills</p> <p>Excellent inter-personal skills with the ability to listen, influence, negotiate and / or persuade people and deal effectively with difficult situations</p> <p>Ability to lead, motivate and inspire the confidence of others</p> <p>Ability to plan and prioritise workload both of self and others within tight but realistic timescales and to ensure that tasks are completed and on time</p> <p>Ability to think strategically i.e. to see things in a wider context combined with a pragmatic approach to problem solving and service delivery</p> <p>Flexibility and willingness to motivate and support the management of change</p> <p>Ability to research and analyse complex issues and data, and prepare clear and concise notes and reports</p> <p>Good project management skills</p> <p>Computer literate and proficient in Microsoft Office software</p>	<p>Experience with Environmental Health software such as Uniform</p>	<p>Application, test &amp; interview</p>
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Attributes	Essential	Desirable	Evidence
	<p>Ability to make customers feel warm, wanted, welcome and cared for</p> <p>Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome</p> <p>Ability to carry out inspection of sites regulated by the Council</p>		
Personal qualities	<p>Innovation &amp; drive</p> <p>Ability to work under pressure and manage a heavy workload</p> <p>Ability to work as part of a team and/or alone as required and use own initiative</p> <p>Political sensitivity &amp; awareness</p> <p>Commitment to professional and personal development</p> <p>Ability to manage own time</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers</p>		Application, test & interview



Attributes	Essential	Desirable	Evidence
Other working requirements	<p>Ability to attend meetings or carry out inspections out of office hours</p> <p>Ability to participate in Emergency 'Out of Hours' service (voluntary rota/ weekends only)</p>	Access to a car for work purposes	Application, certificate & interview

**Signatures:**

Job-holder .....

Manager .....