

## Job Description

Job title	<b>Environmental Health Officer (Post: 8269) / Food &amp; Safety Officer (Post: 10424)</b>
Directorate	PLACE : Regeneration, Culture and Environment
Division	Public Protection
Range	MPR 5
Reports to	Environmental Health Manager

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### Main purpose of the job:

As an integral part of the Food and Safety Team, within Environmental Health, the post holder will carry out food hygiene inspections of premises, vehicles and stalls (where food is prepared, manufactured, stored or sold) and carry out the investigation of complaints relating to such premises; inspecting food for fitness and taking samples for analysis, where appropriate.

Where qualified and authorised to do so, the post holder will also inspect premises under legislation relating to food standards, including the investigation of complaints.

Where qualified and authorised to do so, the post holder will also inspect a variety of workplaces, under legislation relating to health and safety at work, including the investigation of complaints, accidents and dangerous occurrences.

To provide enforcement, education and promotion of standards, seeking compliance with legal requirements and the attainment of best practice across food safety, food standards, health & safety and public health.

As “Environmental Health Officer” is a protected term, only post holders that meet the specific requirements can be placed in post 8269. Other post holders will be placed in post 10424 (“Food & Safety Officer”).

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

Support the delivery of the team's work, including assisting the Environmental Health Manager to develop other officers within the team, in areas relating to food safety, food standards, health & safety, port health and communicable disease control (including skin piercing and tattooing plus associated environmental health matters). This includes the preparation of any necessary reports, legal notices and briefing notes.

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To produce prosecution files for offences, as appropriate, and give evidence in court when requested.

At manager discretion, other activities may be assigned that fit the job description.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Environmental Health Manager.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

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### Person specification

All criteria at level A should be considered essential requirements.

#### Qualifications

##### Level A

**EHO (post: 8269):** Diploma, Degree or Masters Degree in Environmental Health **and** EHRB registration as an Environmental Health Practitioner

**Food & Safety Officer (post 10424):** Higher Certificate in Food Control (or equivalent)

**Both posts:** Commitment to study a recognised Food Standards qualification (as required) to meet Food Standards Agency (FSA) qualification requirements for authorisation

##### Level B (in addition to level A criteria)

Actively studying a recognised Food Standards qualification (as required) to meet Food Standards Agency (FSA) qualification requirements for authorisation

##### Level C (in addition to levels A and B)

Possession of a recognised Food Standards qualification (as required) to meet Food Standards Agency (FSA) qualification requirements for authorisation

#### Knowledge

##### Level A

Recent and relevant knowledge of a Local Authority Environmental Health food hygiene enforcement role. Can demonstrate a theoretical, practical, and procedural knowledge across a specialist area/s or an equivalent level

##### Level B (in addition to level A criteria)

Can demonstrate a broad theoretical, practical, and procedural knowledge across a specialist area/s or an equivalent level

##### Level C (in addition to levels A and B)

Can demonstrate a thorough theoretical, practical, and procedural knowledge across a specialist area/s or an equivalent level

#### Experience

##### Level A

Previous experience in a Local Authority Environmental Health food hygiene enforcement role

##### Level B (in addition to level A criteria)

Capable of work across Environmental Health and 2 years' experience in operating at level equivalent to 5A

##### Level C (in addition to levels A and B)

3 years' experience in operating at level equivalent to 5B

#### Skills

##### Level A

Ability to demonstrate recent and relevant knowledge of a Local Authority Environmental Health food hygiene enforcement role, including carrying out inspections and investigating complaints.

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### Level B (in addition to level A criteria)

Ability to demonstrate a broad theoretical, practical, and procedural knowledge across a specialist area/s or an equivalent level.

Ability to training and mentor more junior staff.

### Level C (in addition to levels A and B)

Ability to demonstrate a thorough theoretical, practical, and procedural knowledge across a specialist area/s or an equivalent level.