

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Environmental Health Officer – Food & Safety Officer	Grade: PO5
Reports to (Designation):	Food and Safety Manager	Grade: PO7
Directorate:	Place	Section: Public Realm

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#### **Main Purpose of the job:**

Deliver and manage a programme of proactive and reactive functions to raise standards of food safety and increased Infectious Disease Control across Lewisham.

To provide specialist and technical advice within the Council and provide information and education to businesses and residents in the Borough.

Investigate, prosecute, and carry out enforcement action regarding all aspects of the work.

To act as the Authorised Officer, undertaking technical and enforcement duties in relation to health and safety and related activities.

To carry out health and safety inspections, accident and complaint investigations and take appropriate actions for contraventions or unsuitable practices in all premises for which the Council is the enforcing authority.

To undertake 'lead officer function' for one of the areas listed below and attend relevant meetings and cascade information and training to other team members as directed: -

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#### **Summary of Responsibilities and Personal Duties:**

Designated as Lead officer for and be responsible for projects and specialist work area(s) as assigned which relate to one (or more) of the following areas of work:-

- Infectious Disease control.
- Health and safety projects.
- Food Standards.
- Approvals (Food);
- Equipment, and Calibration.

- Massage and Special treatments.
  - Safety at Sports Grounds.
  - Sampling.
  - Food Hygiene Training.
  - Professional standards, Document Review and internal team audit
1. Ensure compliance with food safety legislation in relation to all types of food activity within the Borough to ensure the standards of public health are protected and enhanced for residents, businesses and visitors.
  2. Make critical decisions relating to service requests, enforcement action/sanctions, service consultations, infectious disease interventions and anything else related.
  3. To undertake complex programmed and complaint audits, inspections, surveys and investigations under all the relevant food legislation.
  4. Complete site visits alone if required, taking necessary action.
  5. Initiate and carry out enforcement and legal action in all types of commercial premises (from multinational to small businesses), including the prosecution, seizure or detention of goods, issuing of notices, application for and execution of warrants necessitating the forced entry to premises.
  6. To undertake work in relation to Statutory nuisance including drains and pest control and related activities
  7. Effective management of projects and any allocated related staff or consultants, including management and responsibility for relevant budgets, grants and/or income.
  8. Carry a caseload prioritising and programming work and making day to day decisions on cases.
  9. Use own initiative to ensure compliance and advise senior management on cases where there may be an impact on the council and the service with consequences in terms of public protection and legal and financial implications.
  10. Prepare case reports, prosecution files, briefings for legal representatives.
  11. Prepare statements of evidence and associated documentation for prosecution, including the undertaking of Pace interviews
  12. Attend court, Public Enquiries and other legal forums, and act as an expert witness in Environmental Health issues on behalf of the Council.
  13. Initiate and carry out enforcement and legal processes associated with the service in line with current legislation and guidance.

14. Provide specialist technical, and professional advice and guidance to all relevant stakeholders.
15. To carry out health and safety inspections and investigations in accordance with all legislation, Codes of Practice, HSE guidance and recognised standards promoting good practice in all premises for which the Local Authority is the enforcing authority.
16. To investigate complaints and take appropriate actions for contraventions or unsuitable practices.
17. Make recommendations and develop policies, procedures and guidance notes and the development of quality assurance and system manuals on good practice.
18. Deliver advice, run campaigns and education initiatives with businesses, residents and targeted groups to raise and improve levels of public health within the Borough.
19. To represent the Council on liaison and multi-disciplinary working groups both within and outside the Borough and ensure appropriate liaison with all relevant stakeholders.
20. Keep abreast of professional developments and best practice in all areas of Environmental Health, attending CPD Courses as appropriate and applying updated knowledge. Share information gathered with other team members providing training as required.
21. Operate and use appropriate technology systems to promote the efficient and effective business functions and service delivery requirements of the food safety team.
22. Act in the complete range of EH duties outside normal office hours and at weekends if required inc. Food Safety / Standards, Health and Safety, Infectious Disease Control, Safety at Sports Grounds and Public Health duties (\*).
23. Promote public and business education by devising and organising talks, presentations, displays, exhibitions to the public, schools, trade associations and other groups as necessary.
24. To undertake data capture, data entry and retention/deletion of critical and/or sensitive material in accordance with relevant statutes and good practice guidance.

(\*) This list is indicative only.

Internal Contacts: These include Officers, Elected Members and senior staff in other Directorates.

External Contacts: This will include Officers in other Local Authorities, Health and other Public Authorities and bodies, private sector organisations, Health and Safety Executive, members of the public, senior Central Government Staff, MP's, Consultants and Trade Union officials.

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To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviors.

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.**

Number of fully managed staff: None

Title:	Grade	No of posts
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Number of partially managed staff: 1

Title:	Grade	No of posts
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i.e. Project staff

## PERSON SPECIFICATION

**JOB TITLE:** Environmental Health Officer –  
Food & Safety Officer

**POST NOs: (\*)**

**DEPARTMENT:** Environmental Health

**GRADE:** PO5

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Those categories marked 'T' will be tested during interviews.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<b>Equality &amp; Diversity</b>	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	<b>S</b>
Understanding of how equality and diversity relates to this post	<b>S</b>
Commitment to implement the councils Equality and Diversity Policies	<b>S</b>
<b>Knowledge</b>	
Demonstrate an awareness of legislation and current guidance and practice relating to Health and Safety as it relates to Environmental Health.	<b>T</b>
Up to date knowledge of current work practices, legislation & current guidance and Food Code of Practice, relevant case law.	<b>S</b>
Detailed and comprehensive knowledge of regulatory and discretionary responsibilities within the portfolio of responsibilities	<b>S</b>

Extensive knowledge of the food safety function as it relates to Environmental Health.	<b>S</b>
Demonstrate an awareness of the public health and nuisance function as it relates to Environmental Health.	<b>T</b>
Knowledge to comply with competencies required to carry out inspections, investigations and enforcement of the H&SAW Act 1974	<b>S</b>
Awareness of the principles and application of RIPA, PACE & CPIA	<b>S</b>
Use of Microsoft Office Suite, email, internet and Electronic Data Management System (Database)	<b>T</b>
<b>Aptitude</b>	
Able to deal with a range of stakeholders, contractors and consultants	
Ability to respond effectively in pressurised and difficult situations	
Ability to deal with difficult situations with tact and diplomacy	
Aptitude for the identification, initiation, planning, implementing, managing and reviewing of projects and proactive areas of work	
Aptitude to assist in the development of policies and procedures within the service area	
Able to communicate with public, other council departments, specialist consultants etc. – undertake public meetings where required.	
Ability to interpret and process complex information and reach valid conclusions	
Adaptable to working with a variety of situations, individuals or groups, with the ability to demonstrate sound political judgment & sensitivity.	
Able to work under pressure, meet deadlines, and prioritise work within a complex and wide-ranging agenda	
Ability to respond to the Council's commitment to public service orientation and exercised delegated authority	
Ability to undertake complex investigations and follow through with enforcement where required	
Ability to update quality and management information systems and the use of new technology	
<b>Skills</b>	
Excellent communication skills, both written and verbal.	<b>S &amp; T</b>
Proven skills in public engagement and services that interact with the public.	
Effective negotiation and advocacy skills.	
Demonstrates flexibility and embraces change.	
A demonstrably high level of analytical, verbal and numeric reasoning skills.	
Project management skills.	
<b>Experience</b>	
Significant experience of food safety and environmental health work including dealing with enquiries, carrying out inspections, investigations	<b>S</b>

and research of a complex nature and preparing reports and making recommendations.	
Practical experience in the use of monitoring equipment and the production and presentation of technical and complex reports.	<b>S</b>
Experience of preparing and giving of evidence in court and public inquiries.	<b>S</b>
Experience of responding effectively to changing demands and priorities, meeting targets and deadlines and maintaining quality services	
Experience of working in an Environmental Health service investigating complaints and undertaking sampling.	
Experience in working in partnership, including statutory and voluntary agencies	
Experience of project management	
<b>General Education</b>	
BSc Hons, or MSc Degree in Environmental Health or Equivalent	<b>S</b>
EHORB registration	<b>S</b>
Voting member of CIEH or able to attain this status within agreed timeframe.	
<b>Personal Qualities</b>	
Willingness to act corporately and collaboratively	
Enthusiastic, innovative and imaginative in approach to work	
An inclusive and supportive team player	
Highly motivated and not easily discouraged	
Flexible, innovative and creative approach	
A strong commitment to probity, honesty, openness, treating people consistently, fairly and with respect	
<b>Circumstances</b>	
Available to work routinely outside office hours, including evenings and some weekend working. This may involve being the nominated contact in case of emergency	<b>S</b>
Must be able to work in the community and work in a mobile fashion in the community, as well as other events	
Undertake unaccompanied site visits as appropriate.	

**DBS Disclosure Required?**    **No**        **Basic**        **Enhanced**   

(Tick as appropriate – guidance available from your HR Advisor)

## **Physical**

Generally candidates must meet the standard Lewisham requirements for the post

- Must generally meet LBL requirements for the post
- Able to carry and transport equipment
- If you are disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.