

Role profile

Job Title:	Senior Environmental Health Officer (Food)	Grade:	13
Department:	Environmental Health & Trading Standards	Post no:	69070 69071
Directorate:	Housing & Environment	Location:	Perceval House

Role reports to:	Food Safety Team Leader
Direct reports:	None
Indirect reports:	Apprentices/work experience students

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To be a subject matter lead and technical expert in food safety dealing with most complex and higher risk food premises and technical food interventions and official food controls.
- Maintaining technical expertise, understand and awareness of food legislation, professional and technical developments and new national and local initiatives.
- To discharge the Councils statutory and non-statutory functions as well as it's related strategies and policies with regard to food safety by carrying out official food controls and other interventions, with a focus on high risk premises.

- To take a lead role in investigating serious complaints, national and international food outbreaks and complicated requests for service in relation to food safety and related legislation.
- To take a lead role in management of primary authority partnerships and organisation of all Approved premises, manufacturers and premises with the specialist processes in the borough.
- To take a lead on establishing the best way for businesses to achieve compliance across the borough and implementation of new initiatives.

Key accountabilities

- Undertake programmed and non-routine food hygiene and standards inspections of medium to high-risk premises to meet individual and team inspection programme targets.
- Develop an expert topic area knowledge, manage and act as the Council's specialist with regard to Approved premises, manufacturers and premises carrying out specialist processes.
- Prioritise and self-manage workload and act as a fully authorised officer within the team, using your substantial experience in assessing and taking action in regard to complex food premises interventions and investigations.
- Respond to service requests and give advice to members of the public, businesses and organisations regarding complex food safety matters.
- Take a lead on establishing the best way for businesses to achieve compliance and seek creative and innovative solutions that achieve sustainable and long-term improvements, working closely with a range of internal and external colleagues and partners.
- Be responsible for delivery of sampling exercises and initiate local and nationwide food product recalls and withdrawals.
- Be experienced in exercising warranted powers and deal with non-compliance through means of enforcement notices (including Hygiene

Emergency Prohibition and Remedial Action Notices) and where appropriate, prepare case files for prosecutions and act as a witness in Criminal Courts.

- To liaise and work in partnership with external agencies, in particular Food Standards Agency and Health Protection Agency
- Produce specialist guidance on matters within the post holder's knowledge, expertise and professional competence. Including, interpretation of legislation and applicability as well as implementation of compliance codes, best practice and working procedures/protocols.
- Maintain professional and expert knowledge and keep up to date with relevant legislation, codes of practice and technical requirements relevant to the post.
- Act as point of reference and provide on the job training and deliver training programmes for other staff utilising expert knowledge, professional interpretation of legislation and guidance as applicable and carry out quality assurance of less experienced staff's outputs and formal work.
- Assist the Team Leader in the determination of objectives, service plans and in the setting of targets and monitoring the progress of work against the agreed targets.

Key performance indicators

- Punctual and comprehensive response to, and resolution of, service requests
- Inspection and assessment of areas, premises and properties to identify hazards, defects and non-compliance
- Instigation of enforcement action where appropriate to achieve positive outcomes
- Timely achievement of targets and work programmes
- Carrying out work to the applicable legislative and departmental standard
- Accuracy and reliability of work including record keeping and updating information systems

Key relationships (internal and external)

- Other Council staff.
- Ealing residents.
- Ealing business community.
- External organisations and partner agencies including the Police, HMRC, Food Standards Agency, Health and Safety Executive, London Fire Brigade, Port Health and Safety at Ports Teams, court officials, Business Improvement Districts, community and voluntary sector organisations, the Chartered Institute of Environmental Health and other professional bodies.
- Central Government departments, the Mayor of London's Office, other local authorities, suppliers, contractors, consultants and technical advisers.

Authority level

- Work collaboratively with staff in the team, other internal and external services, partnerships, and external agencies.
- Ensure the legal work meets appropriate standards.
- Act as an Authorised Officer of the Council under Environmental Health legislation.

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Essential knowledge, skills and abilities

1. Practical and theoretical knowledge and skills sufficient to effectively carry out the duties of a Senior Food Safety Officer.
2. Ability to work under pressure, with minimum supervision.
3. Ability to appropriately work in and manage own wellbeing and health and safety in physically risky and dangerous situations, structures and environments including working where the risk of exposure to infectious diseases, physical, chemical, biological and psychosocial hazards is heightened.
4. Ability to work in partnership with stakeholders to achieve shared outcomes.
5. Ability to interpret law, maintain professional and expert knowledge and keep up to date with relevant legislation, codes of practice and technical requirements.
6. Ability to serve statutory enforcement notices including Hygiene Improvement and Emergency Prohibition Notices / Remedial Action Notices in accordance with Food Law Code of Practice requirements.
7. Excellent communication skills both written and verbal with the ability to demonstrate good presentational and interpersonal skills including customer relations and mediation.
8. Ability to work flexibly. The post holder may be required to work outside normal working hours, including late nights and early mornings at short notice in exceptional circumstances (such as major food outbreaks or accidents).

Essential qualification(s) and experience

1. Degree in Environmental Health (or equivalent qualification) with EHRB/CIEH Registration and evidence of Continuing Professional Development (CPD).
2. Practical and theoretical experience in Local Government regulation of Food Hygiene and Standards.
3. Practical experience of carrying out high risk inspections and inspections of Approved food premises.
4. Experience of enforcement, court proceedings and prosecutions.
5. Experience of meeting performance targets.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards

