

Role profile

Job Title:	Principal Food Safety Officer	Grade:	14
Department:	Environmental Health & Trading Standards	Post no:	69069 62046D
Directorate:	Housing & Environment	Location:	Perceval House
Role reports to:	Food Safety Team Leader		
Direct reports:	Up to 5 Food Safety and administrative officers and other staff		
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 effectively manage and supervise food safety and other officers within the team to ensure appropriate service delivery in accordance with approved objectives, aims, targets, key tasks and performance measures.
- To take a lead role in staff training and development to ensure the competency of Regulatory Services Officers to work across the range of enforcement services provided by the Food Safety department.
- To deputise for the Food Safety Team Leader and assist in management of Council's statutory obligations, policy commitments and targets in accordance with legal requirements and best practice in respect of Food Safety.
- To personally undertake and oversee complex food safety inspections, lead on contentious investigations and, where necessary, prepare and give evidence to Court in respect of breaches of food safety and related legislation.
- To work in and provide management oversight in relation to the wellbeing, health and safety of self, colleagues and others 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

Key accountabilities

- Manage and develop staff within the postholder's control to ensure they are provided with adequate day to day support, guidance and training.
- Train and arrange training and development of enforcement and compliance officers and other staff.
- Ensure individual staff performance is monitored, appraised and managed in accordance with service and Council procedures.
- Produce internal procedures, templates and create innovative ways of working to assist the Team Leader with meeting departmental KPIs and statutory obligations.
- Recommend and contribute to the formulation of policies affecting the work of the Food Safety Team.
- Work with other agencies and plan, identify and deliver multi agency work addressing highlighted areas of concern to improve food safety and hygiene in the borough.
- Interpret and understand the application of the latest guidance and food safety legislation.
- Maintain an expert understanding of statutory requirements and best practice and provide specialist advice to colleagues.
- Make decisions regarding complex matters such as food premises closures and remedial actions.
- Quality check inspections, enforcement action, notices, prosecution cases, court documentation and other legal work.
- Act as a Disclosure Officer under the Criminal Procedure and Investigations Act.
- Represent the Council at meetings, courts and other forums and give evidence as required.
- Take a lead specialist role in areas such as approved premises, export certification or other specialist food safety functions.
- Undertake duties as an Authorised Officer under Food Safety legislation and investigate serious complaints and food poisoning outbreaks.
- Liaise with agencies including the FSA, HSE and Public Health authorities and attend emergency meetings, including out of hours where necessary

Key performance indicators

- Punctual and comprehensive response to, and resolution of, service requests.
- Inspection and assessment of premises to identify hazards, defects and non compliance.
- Enforcement action where appropriate to achieve positive outcomes.
- Timely achievement of targets and work programmes.
- Work carried out to legislative and departmental standards.
- Accurate record keeping and information management.
- High levels of professionalism, leadership and teamwork.
- Evidence of continuous professional development and contribution to service improvement.

Key relationships (internal and external)

- Other Council Staff.
- Ealing residents.
- Ealing business community
- Enforcement and regulatory agencies including the Police, HMRC, Food Standards Agency, Health and Safety Executive, London Fire Brigade, Safety at Ports Teams and EU market surveillance authorities.
- Government and public sector organisations including Central Government Departments, the Mayor of London's Office, Members of Parliament, court officials and other local authorities.
- Professional and community stakeholders including the Chartered Institute of Environmental Health, Business Improvement Districts, community groups, the voluntary sector and other professional bodies.
- Businesses, residents, suppliers, contractors, consultants and technical advisers.

Authority level

- The post holder will support the Team Leader with services change, determining enforcement priorities and practices within the post holder's areas of responsibility.
- Directly manage staff and additional contractors, consultants and agency staff. Provide training to equip staff to work in teams across Regulatory Services and deal with performance, welfare and safety, in accordance with the policies, practices and procedures of the Council. Ensure the team's legal work meets appropriate standards.

- Responsible for evidence handling (including in criminal and evidential contexts) and petty cash.

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.

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Essential knowledge, skills and abilities

1. Significant practical and theoretical knowledge and skills sufficient to effectively carry out the duties of a Principal Environmental Health Officer.
2. Ability to work under pressure with minimum supervision.
3. Ability to lead complex investigations and inspections, identify appropriate action and remedies, and ensure enforcement actions and prosecutions are carried out appropriately.
4. Ability to manage health and safety risks to self and others in potentially hazardous environments.
5. Ability to manage, motivate and develop individuals to build a high performing team, including appraising performance and managing sickness absence and poor performance.
6. Ability to work in partnership with stakeholders to achieve shared outcomes.
7. Ability to identify and recommend service improvements.
8. Ability to analyse and interpret legislation, prepare reports and legal documentation and make enforcement recommendations.
9. Excellent communication skills with the ability to present to a diverse range of audiences.

10. Ability to work flexibly, including outside normal working hours during major incidents or outbreaks.

Essential qualification(s) and experience

1. A Degree in Environmental Health (or equivalent qualification) with EHRB/CIEH Registration and evidence of Continuing Professional Development (CPD).
2. Significant practical and theoretical experience in Local Government regulation of Food Hygiene and Standards, including carrying out inspections in high risk and approved food premises.
3. Significant experience of enforcement, court proceedings and prosecutions.
4. Experience of working in an agile environment, anticipating and adapting to changes arising from regulatory reforms, legislation and Government guidance.
5. Experience of Equality, Diversity and Inclusion issues and their application within the workplace and service delivery

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

