

Role Profile

Job Title:	Environmental Health Officer
Location:	Colindale
Department:	Environmental Health – Consumer and Public Protection
Directorate:	Assurance & Public Protection
Grade:	Grade I
Type of Working:	Hybrid Working
Reports to:	Team Leader Health and Safety / Service Manager – Environmental Health (Commercial)

1. Job Purpose:

To provide technical professional services with the overall aim of protecting and improving the health and wellbeing of every resident, worker, and visitor within the Borough. The post holders will operate flexibly to accommodate changes in priorities and provide support to other staff as required in fulfilling their functions.

Providing assistance, advice and using available statutory powers to carry out all manners of enforcement to keep people safe and to maintain professional and legal standards. Achieving your full potential in delivering high quality services ensuring that the Council discharges their statutory obligations.

To carry out and focus on complex Health and Safety investigations

To carry out Food Safety Inspections across the borough

2. Key accountabilities:

- Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.
- To report to the Health and Safety Team leader on all appropriate matters concerning the activities, duties, responsibilities of work area within the Team.
- To participate in food safety and health and safety related operations and/or projects to ensure that various technical functions and associated work are performed effectively to service objectives.

- To investigate, survey, inspect, report on and resolve cases arising from food premises including food hygiene, health and safety, infectious disease, drainage, pests and refuse and carry out legal enforcement action and other food safety related activities and services.
- To investigate occurrences/suspected cases of notifiable diseases or other illnesses as necessary and liaise with Outbreak Control Teams as necessary. To carry out enforcement action as appropriate.
- To investigate the causes and consequences of accidents and dangerous occurrences formally notified to the Council arising from Premises, and to take appropriate action using the full range of enforcement powers available.
- To investigate service requests arising from food premises in relation to drainage, pests, technical or legal food and health and safety matters, serve documents, collect samples or equipment and revisit food premises to check compliance. Take appropriate action having regard to service and corporate objectives and performance standards.
- To investigate Complex Health and Safety incidents that occur in the borough.
- To inspect premises, prepare of schedules of work, comments and reports in the capacity of responsible authority for the commissioning regimes such as licensing and planning.
- To keep abreast of legislative and technical developments in concerning food and health and safety activities.
- To undertake appropriate training and /or study for personal or professional development and contribute to knowledge sharing initiatives and programmes.
- To work with the Team on technical issues and service delivery matters toward service and work improvements.
- To develop and contribute to knowledge sharing initiatives including training programmes, mentoring, coaching and provide day to day technical support for colleagues.
- To determine most appropriate course of action in all allocated food hygiene and health and safety cases in the light of current policies and procedures. In relation to formal action, prepare draft and service notices, documents and statements etc in line with legal requirements.
- To educate, advise and assist clients such as schools, businesses and other groups in relation to food safety matters including food hygiene, health and safety and public health issues.
- To process technical and other data held electronically and assist with the development of the business process and activity reports concerned with outputs and performance indicators.
- To understand the appropriate IT systems for business improvement and promote data quality and integrity at all times.
- To inspect food premises and associated land including the preparation of schedules of work, defects, plans and the use of risk assessment techniques and equipment, and carry out enforcement action as appropriate, including prosecution, and provide Home Authority advice to businesses.
- To gather evidence within statutory guidelines such as the Police & Criminal Evidence Act . Also preparing legal cases and making recommendations for action for the purposes of civil and criminal proceedings in courts and tribunals including prosecutions.
- To act as professional witness in matters of food law and administration as it relates to the Council's duties, and support colleagues involved in similar activities.

- To actively promote effective communication both inside and outside the Team through meetings, briefings and other media, communicating in a way that meets the needs of a diverse audience and in a way that influences effectively.
- To prepare and present accurate written and/or verbal reports, briefings and presentations to Team leader and managers.
- To represent the Team at meetings, working parties and interagency gatherings at local, sub regional and regional level.
- To maintain relationships with internal and external partners and stakeholders particularly food business operators, consumers groups, Health Protection Agency, Health and Safety Executive and the Food Standards Agency to ensure the delivery of key outputs and performance indicators.
- Drawing up strategies, policies and procedures for the organisation.
- Carrying out site visits and safety audits and identifying potential hazards.
- Designing and delivering training courses on health and safety issues.
- Investigating accidents and finding ways to prevent them happening again.
- To have an understanding of customer care and the service needs of clients, to ensure the delivery of a high-quality customer service that is effective and consistent having regard to the Council's equality objectives and following the requirements of the Public Protection management team.
- To ensure that adequate records and databases are maintained including statutory registers to enable the efficient operation of the work of the Team and assist with the timely production of information for case reviews, appraisals and performance indicators.
- To contribute to the development, maintenance and promotion of guidance protocols and advice notes on technical and legal aspect of food law administration processes and practise, including infectious disease processes.
- To promote work patterns within team structures to ensure continuous business improvement, motivate colleagues and improve team working.
- To assist in the delivery of food hygiene training to clients to a nationally recognised standard.
- To contribute to the training of staff as appropriate.
- Adhere to the Assurance Investigators Code of Ethics.
- To wear appropriate Council Uniform whilst performing duties and ensuring the team are also suitably attired to be recognised as employees of Barnet.
- Participate in the Council's Out of Hours service as and when required.
- Carry out other duties as required by your line manager in accordance with the grading of the post.

3. Financial Responsibilities:

- No Direct budget responsibility.

4. Health and Safety Responsibilities:

- Abide by Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein.
- Complete mandatory health and safety training
- Ensure risk assessments are in place for all task/activities where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing. Identify and implement controls. Ensure staff are aware of the risk assessment findings and trained in the use of controls measures.
- Monitor health and safety compliance arrangements and take action where there are concerns.
- Include health and safety in regular management team meetings.
- Lead by example, monitor and enforce health and safety compliance of staff.
- Wear/use personal protective equipment where issued and instructed and appropriate to do so, including lone working devices, stab vests and body worn video when conducting visits.
- Report any accident/incidents/hazards/near misses to the corporate Health and Safety team and line manager.

5. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. **Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. **The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Holds a baseline hygiene qualification as listed in the Food Law Code of Practice and has successfully completed all elements including written exams, portfolios, orals exams, practical exams, professional interviews as specified by the awarding body OR a qualified Environmental Health Officer/Practitioner registered with the Environmental Health Registration Board/CIEH.	Essential	Application
Meets or working towards the competency requirements for an 'Authorised Officer' as listed in the FSA Competency Framework and Food Law Code of Practice.	Essential	Application
Experience & Knowledge		
Existing technical knowledge of Environmental Health (food, health & safety and public health) legislation.	Essential	Application/Interview
Recent experience in carrying out health and safety interventions	Desirable	Application/Interview
Proven front line experience of delivering official food controls within a local authority setting, underpinned by a comprehensive and practical understanding of the legislation and official guidance relating to food law, and the regulatory systems for delivering official controls.	Essential	Application/Interview
Recent experience in dealing with establishments that require approval under assimilated Regulation (EC) No. 853/2004	Essential	Application/Interview
Practical experience in the application of HACCP-based principles in a range of food business establishments	Essential	Application/Interview

Practical experience in food complaint investigations	Essential	Application/Interview
Considerable practical experience in serving and assessing compliance with hygiene improvement notices, improvement notices and hygiene emergency prohibition notices.	Essential	Application/Interview
Practical experience in investigating infectious diseases cases/outbreaks of viral, chemical and microbiological origin	Essential	Application/Interview
Practical experience in collecting samples for microbiological examination or chemical analysis and interpreting results	Desirable	Application/Interview
Recent practical experience in collecting admissible evidence and preparing legal cases for prosecution	Desirable	Application/Interview
Recent practical experience gained at an inland authority in dealing with imported foodstuffs.	Desirable	Application/Interview
Sound knowledge of food safety processes as they relate to food premises within a local government context including enforcement and regulatory functions, and the application of all relevant legal and practical principles.	Essential	Application/Interview
Skill & Ability		
Competent user of Microsoft Office specifically Word, Excel, PowerPoint, and Outlook.	Essential	Application/Interview
Ability to accurately record data using specialist data management systems	Essential	Application/Interview
Is self-motivated and able to work under pressure to meet deadlines and targets whilst producing work to a high standard.	Essential	Application/Interview
Adaptable, has a flexible attitude and can adjust to change in tasks at short notice.	Essential	Application/Interview
Holds a full driving licence valid in the UK with access to a roadworthy vehicle suitable for conducting council duties.	Essential	Application/Interview
Able to progress sometimes complex cases in a timely manner accurately and in accordance with the relevant legislation and guidelines.	Essential	Application/Interview
The ability to provide accurate, comprehensive and efficient technical support	Desirable	Application/Interview
Excellent interpersonal and negotiation skills and able to communicate clearly both verbally and in writing with a wide range of contacts and to deal with difficult or complex issues	Essential	Application/Interview
Ability to plan and prioritise workloads with a minimum of supervision and achieve regular and consistent outputs and performance targets	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview

Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Desirable	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview