Job Description

Job Title: Principal Food Safety Officer	**Service Area:** Public Protection (Food Safety)	
Directorate: Environment Sustainable Transport - (Community Safety and Regulatory Services)	Post Number: 32760 & 36328	Evaluation number:
Grade: PO5/6	**Date:** New JD Jan 2025	

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Protecting our Staff and Services

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Corporate parent

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

1. To contribute to one or more of the major service objectives of the Council's Community Safety & Regulatory Service Plan.

2. To deliver specialist operations outputs for the Public Protection Service as directed.

3. To safeguard the well-being of members of the public within the Borough through the implementation of Public Health legislation and enforcement against non-compliant businesses and individuals that are putting the public at risk of harm.

4. To improve the quality, safety and standards of occupational health and safety and of public health in premises that fall within the enforcement remit of Newham. Provide and promote an expert and high quality service to businesses, employees and the self-employed through action in range of intervention and advice strategies.

Job Context

- The postholder reports to the Assistant Director of Public Protection.

- The postholder may have responsibility for financial matters including procurement, the authorisation of works in default, approving expenditure, purchasing equipment and contract/project management of up to £50k.

- The postholder have line management responsibility for staff within the Food Safety Team technical/support staff or lead in a policy area, project, or objective for the Department.

- The postholder may be required to work evenings, weekends and occasional public holidays in order to meet service requirements. He/she will also be expected to work remotely in the field or at any suitable office location.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To implement statutory duties connected with Food Safety, Health and Safety and Infectious Disease Control.

2. To implement the delivery of the Council's statutory functions that are the responsibility of the Public Protection Team.

3. To maintain a working knowledge of all other Public Health functions and their applications to enable effective working.

4. To provide expertise, technical support, advice and guidance to other Public Protection staff and wider Council officers on the application of relevant Food Safety, Health and Safety legislations.

5. To carry out official controls in a wide range of premises, including specialist premises and processes approved under Regulation 853/2004. This will include processing applications for approval and the carrying out of official controls in approved and high-risk premises.

6. To contribute and lead in the formulation and implementation of operational policies and initiatives carried out by Public Safety.

7. To actively work with the Team or Service on technical issues and service delivery matters and implement Team decisions for service and work improvements.

8. To report to the Assistant Director - Public Protection on all appropriate matters concerning the activities, duties, responsibilities of staff within the Team and/or project.

9. 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.

10. Show awareness of different learning styles and needs. Develop and contribute to knowledge sharing initiatives including training programmes, mentoring, coaching and provide day to day technical support for colleagues.

11. To utilise a full range of assessment tools; inspection, audit, sampling, monitoring, verification etc.to assess businesses compliance with relevant legislation.

12. Carry out the full range of environmental health enforcement interventions and investigations across the Borough and take action as appropriate in accordance with legislative standards.

13. To enforce all relevant legislation using the full range of enforcement tools available under the legislation, including, but not limited to, draft, finalise and serve improvement and prohibition notices under health and safety legislation; to initiate emergency hygiene prohibition procedures; initiate seizure and detention procedures and serve improvement notices in food premises and remedial action notices within approved premises.

14. To line manage the relevant posts as identified by the Assistant Director of Public Protection, and to effectively deliver the Lead Officer role.

15. To oversee delivery of the service, including allocation of case work to Environmental Health Officer and Food Safety Officers within the team.

16. To consider appeals following Officers issue of the Food Hygiene Rating Scheme FHRS. To prepare and present appeal report reports to FBOs thereof.

17. Support the formulation, implementation and delivery of service policies, service fees, objectives and work priorities to ensure that statutory obligations, targets and performance indicators are met.

18. To ensure a high level of specialist knowledge in the areas of Food Hygiene, Food standards, and Health and Safety. Actively maintain professional competence and progress post specific learning and development, through self-study and the range of training and mentoring opportunities available. To continually develop skills and abilities within the role.

19. To support with development of the team, devising and delivering training sessions on all relevant areas Environmental Health and cascade training where applicable.

20. Initiate prosecutions, prepare detailed prosecution files and attend relevant court proceedings, committees, hearings and meetings when required. Prepare procedural documents, reports, presentations, projects and articles as necessary

21. 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.

22 Understand the appropriate IT systems for business improvement and promote data quality and integrity at all times.

23. To investigate service requests in relation to technical, public health or occupational health and safety matters and take the appropriate action having regard to service and corporate objectives and performance standards.

24. Gather evidence under statutory guidelines such as the Police & Criminal Evidence Act and prepare legal cases for the purposes of civil and criminal proceedings in courts and tribunals including prosecutions, debt recovery and compensation claims.

25. Contribute to the production of guidance, protocols and advice notes on technical and legal aspect of public protection law and practise.

26. To investigate the causes and consequences of accidents and dangerous occurrences formally notified to the Council and to take appropriate action using the full range of enforcement powers available under the Health and Safety at Work etc. Act and its associated Regulations and codes of practice.

27. To act as professional witness in matters of occupational health and safety law and administration as it relates to the Council's duties, and support colleagues involved in similar activities.

28. To actively promote effective communication both inside and outside the Group through meetings, briefings and other media.

29. To prepare and present accurate written and/or verbal reports, briefings and presentations to senior managers, Councillors and MP's.

30. To be flexible, able to cover more than one service area at any time and take on new duties and responsibilities.

31. To participate in the recruitment and selection of staff, including temporary staff and consultants.

32. Represent the Group at meetings, working parties, primary authority networks, interagency gatherings at local, sub regional and regional level.

33. To maintain relationships with internal and external partners and stakeholders particularly the local business community to ensure the delivery of key outputs and performance indicators.

34. Have an understanding of customer care and the service needs of clients, ensure the delivery of high quality customer service.

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. **PROTECTING OUR STAFF AND SERVICES** Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE **1.** Extensive knowledge of Food Safety, Food standards, occupational health and safety Public Health regimes aimed at protecting public health within the local government framework including the enforcement and regulatory functions and the application of all relevant legal and practical principles.	Application form/Interview/Test

2. Knowledge of the main functions of a local authority and the wider determinants of public protection within the context of environmental health.	Application form/Interview
3. Detailed knowledge of developments in the field of Food Safety, occupational health and safety of the sociological, demographic and geographical demands and constraints of inner city Boroughs.	Application form/Interview/Test
4. Understanding of construction and safety technology, surveying techniques and schedules of work, application of risk assessments and the framework of occupational health and safety as it relates to rights and responsibilities.	Application form/Interview/Test
5. An understanding of the Council's Vision and corporate aims for the service political structure and operation.	Application form/Interview/Test
QUALIFICATIONS	
6. To hold an appropriate approved academic qualification - an MSc or BSc (Hons) degree in Environmental Health or an equivalent in an area related to management and business development or a vocational qualification in a related legal or technical field or to have professional membership of a recognised body or demonstrable equivalent knowledge of the field gained.	Application form/Interview/Test Application form/Interview/Test
7. Registration with EHRB or approved equivalent by CIEH 8. Evidence of continuing professional development.	Application form/Interview/Test
EXPERIENCE:	
9. Satisfy the qualification and competency standards for Food Law Enforcement Officers in order to inspect high-risk premises	Application form/Interview
10. Experience of core aspects of public protection work including the legal and technical application of occupational health and safety law to standards safe premises and safe systems of work and the rights and responsibilities of employers, employees and the self-employed.	Application form/Interview/Test

11. Experience of the use and application of the Health and Safety at Work etc. Act 1974, and other principal acts, regulations, codes of practice and statutory guidance as it relates to occupational health and safety law to such a level that will enable the authority to authorise the postholder as an inspector a range of authorisations as detailed in the Health and Safety at Work etc. Act 1974.	Application form/Interview
12. Experience of working with and applying a range of public protection remedies to a range of public protection issues.	Application form/Interview
13. To lead and manage professional, technical and support Officers, ensuring the maintenance of high technical and professional standards and the effective management and motivation of staff.	Application form/Interview
14. To provide regular reports to Assistant Director of Public Protection and Director of Community Safety& Regulatory Services on the performance of the teams within regulatory services and any other relevant issues.	Application form/Interview
SKILLS AND ABILITIES:	
15. Ability to support and assist in the organisation of the team.	Application form/Interview
16. High degree of literacy and numeracy skills with appropriate application to the business.	Application form/Interview
17.. Preparation of reports, briefings and presentations for senior managers, Councillors and MP's.	Application form/Interview
18. Ability to lead, support and assist colleagues in resolving complex cases.	Application form/Interview
19. Ability to implement change.	Application form/Interview
20. Ability to communicate effectively at all levels in a clear and concise manner.	Application form/Interview
21. Ability to take ownership of the whole process, manage projects, workload and casework to times and budgets.	Application form/Interview
22. Ability to take the lead and make effective interventions and sound technical judgements on occupational health and safety standards through	Application form/Interview

use of the full range of powers. 23. Ability to use equipment & IT applications to a high level of competency and interpret electronic information accurately. 24. Ability to build effective and productive working relationships with colleagues and partners at all levels. 25. Ability to work with minimum supervision and flexibly within a team. 26. Ability to support team development and share knowledge and skills. 27. Ability to take appropriate action to improve the service.	 Application form/Interview Application form/Interview Application form/Interview Application form/Interview Application form/Interview
PERSONAL STYLE AND BEHAVIOUR: 28. Commitment to achieving equal opportunities in both employment and service delivery. 29. Willingness to make well informed decisions. 30. Commitment to delivering an effective, improving and high quality service. 31. Champions a learning culture with an understanding of different styles. 32. Effective interpersonal skills with excellent communication ability. 33. Inspires others as a positive example through enthusiasm and interest.	 Application form/Interview Application form/Interview Interview Application form/Interview Application form/Interview Application form/Interview
OTHER SPECIAL REQUIREMENTS: The post is subject to an enhanced Disclosure and Barring Service (DBS) check. For this post it is a requirement to have a full UK driving licence and provide evidence of vehicle insurance with business cover and use of a vehicle.	 Seeks ways to continuously improve and learn.