

Job Description



Job Title: Food Safety Officer	Service Area: Commercial Environmental Health	
Directorate: Environment & Sustainable Transport	Post Number:	Evaluation Number: 6169
Grade: PO2	Date last updated: 09/11/2021	

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

We believe that 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 Licensing & Regulation - Commercial Environmental Health Service Plan.
2. To deliver food safety outputs for the Licensing & Regulation Team as directed and assist in the provision of an effective, efficient improving and responsive food safety service, which ensures its enforcement action is fair, transparent and consistent.
3. The Food Safety Service aims to protect consumers within Newham by working with local people, businesses and other agencies to

- a. improve the food quality, through the delivery of the Healthy Catering Commitment Plan, labelling and nutritional legislation to ensure that all food and drink which is produced, stored, distributed, handled or consumed within the Borough is safe to eat;
- b. reduce accidents and ill health at work by ensuring the health, safety and welfare of employees and the public in food premises,

through a range of activities and intervention strategies, including enforcement, education and advice.

Job Context

1. The post holder reports to the appropriate Principal Officer of the Team
2. The post holder may be required to work evenings, weekends and occasional public holidays in order to meet service requirements. They 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 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.

1. To report to the Principal Officer on all appropriate matters concerning the activities, duties, responsibilities of work area within the Team.
2. 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.
3. 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.
4. 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.
5. To investigate the causes and consequences of accidents and dangerous occurrences formally notified to the Council arising from Food Premises and to take appropriate action using the full range of enforcement powers available

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under the Health and Safety at Work etc Act and its associated Regulations and codes of practice and attend Coroners Court where required.

6. 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.
7. 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.
8. To keep abreast of legislative and technical developments in concerning food and health and safety activities.
9. To undertake appropriate training and /or study for personal or professional development and contribute to knowledge sharing initiatives and programmes.
10. To deliver food hygiene training to clients to a nationally recognised standard.
11. To work with the Team on technical issues and service delivery matters toward service and work improvements.
12. To develop and contribute to knowledge sharing initiatives including training programmes, mentoring, coaching and provide day to day technical support for colleagues.
13. 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.
14. 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.
15. 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.
16. To understand the appropriate IT systems for business improvement and promote data quality and integrity at all times.
17. 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.

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18. To gather evidence within statutory guidelines such as the Police & Criminal Evidence Act and Criminal Police and Investigation Act. Also preparing legal cases and making recommendations for action for the purposes of civil and criminal proceedings in courts and tribunals including prosecutions.
19. 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.
20. 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.
21. To prepare and present accurate written and/or verbal reports, briefings and presentations to senior managers.
22. To be flexible, able to cover more than one service area at any time and take on new duties and responsibilities as they arise.
23. To represent the Team at meetings, working parties and interagency gatherings at local, sub regional and regional level.
24. 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.
25. 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.
26. 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.
27. 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.
28. To promote work patterns within team structures to ensure continuous business improvement, motivate colleagues and improve team working.
29. To assist in the delivery of food hygiene training to clients to a nationally recognised standard.
30. To contribute to the training of staff as appropriate

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31. To devise and lead on projects, initiatives and programmes of education, advice and enforcement.

Personal Specification



Job Title: Deputy Registration Service Manager	Service Area: Commercial Environmental Health	
Directorate: Environment & Sustainable Transport	Post Number:	Evaluation Number:
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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.

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.

EDUCATION/QUALIFICATIONS <u>Scale P02</u> <ul style="list-style-type: none"> • To hold an appropriate Environmental Health /Public Health /Food Science academic qualification –an MSc, BSc (Hons) or equivalent degree/vocational qualification in a related legal or technical field. • Evidence of continuing professional development. 		Application and Interview

<ul style="list-style-type: none"> • Effective interpersonal skills with excellent communication ability. • Ability to judge and assess own abilities and to seek assistance if required 		<p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS</p> <p>Must demonstrate a willingness to embrace change and implement new ideas on service delivery</p> <p>Ability to work on own initiative and to plan own work and that of others so that statutory and other procedures are complied with.</p> <p>Knowledge and awareness of the cultural diversity of the Borough.</p>		<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p>