

## Role profile

<b>Job Title:</b>	Food Safety Officer	<b>Grade:</b>	11 -12
<b>Department:</b>	Environmental Health & Trading Standards	<b>Post no.:</b>	
<b>Directorate:</b>	Housing and Environment	<b>Location:</b>	Perceval House

<b>Role reports to:</b>	Principal Food Safety Officer
<b>Direct reports:</b>	None
<b>Indirect reports:</b>	Apprentices and trainees

## Job description

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.

### Purpose of role

- To discharge the Council's statutory and non-statutory functions as well as its related strategies and policies with regard to food safety by carrying out official food controls and other interventions.
- To act as an authorised officer under the Food Safety Act 1990 and attendant legislation and exercising the legal powers and duties of that role including certification, enforcement, prohibition to protect from imminent risk to injury, attendance at court and initiation of prosecutions.
- Where necessary take appropriate and proportionate enforcement action in relation to health and safety and public safety matters, prepare and present evidence in Criminal and Coroner's Courts.
- To promote improved compliance among underperforming food businesses through targeted advice, educational programs, and official food control interventions and when necessary, taking legal enforcement action.
- To investigate complaints, national and international food outbreaks and complicated requests for service in relation to food safety and related legislation.
- Collaborate across teams to achieve the Council's strategic objectives, ensuring awareness of Health and Safety, Waste Control, Infectious Disease, and other concerns, and promptly reporting them to the relevant enforcing departments.

## **Key Accountabilities**

### **Grade 11**

1. Undertake programme and non-routine food hygiene and standards inspections of low to high-risk premises to meet individual and team inspection programme targets.
2. Respond to service requests and give advice to members of the public, businesses and organisations regarding food safety matters.
3. To appropriately work in and manage 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, often out of hours and on weekends.
4. Carry out formal food sampling using aseptic techniques and including identification of potential foods and premises, carrying out sampling within specified timeframes, recording accurate notes as required and submitting samples to Public Analyst/Food Examiner in accordance with Food Law Code of Practice.
5. Where necessary liaise with the relevant external agencies including the Food Standards Agency (FSA), Health & Safety Executive (HSE), Public Health England and others to initiate recalls and withdrawals.
6. Be experienced in exercising warranted powers and deal with non-compliance through means of enforcement notices and where appropriate, with support prepare case files for prosecutions and act as a witness in Criminal Courts.
7. Maintain accurate records of inspections, investigations, enforcement actions, and other relevant activities using contemporaneous notes and the Councils database.
8. Maintain professional and expert knowledge and keep up to date with relevant legislation, codes of practice and technical requirements relevant to the post.
9. Support the Senior Officers, Principal Officers and other officers as directed or required within the Food Safety Team, and where relevant, key internal and external partners/agencies.
10. Ensure that every aspect of personal conduct and service delivery is in accordance with as well as in the spirit of legal requirements, local and corporate procedures, instructions, guidance and policies including Ealing's Equality & Diversity and Dignity at Work policies, Customer Care Standards etc.
11. Collaborate across teams to achieve the Council's strategic objectives, ensuring awareness of Health and Safety, Waste Control, Infectious Disease,

and other concerns, and promptly reporting them to the relevant enforcing departments.

### **Grade 12 – In Addition to Grade 11**

12. With minimum supervision, 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.
13. With minimum supervision, prepare case files for prosecutions and initiate and carry out enforcement and legal processes associated with the service of Hygiene Emergency Prohibition Notices and making applications for Emergency Prohibition Orders in the Magistrates Court and the service of Remedial Action Notices at approved premises.
14. Plan and deliver innovative projects to improve business awareness and compliance in Food Safety and Standards areas.

### **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 e.g., Police (including cadets) · HMRC · Chartered Institute of Environmental Health · Department of Work and Pensions · Department for Business, Energy, and Industrial Strategy · Ministry of Housing Communities and Local Government · London Fire Brigade · Safety at Ports Teams · Court Officials · Members of the public · Community Groups and the

voluntary sector · Food Standards Agency · Health & Safety Executive  
· Business Improvement Districts and other professional bodies.

- Central Government Departments, London Mayors Office, and other local authorities.

### **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**

### **Essential knowledge, skills, and abilities**

#### **Grade 11**

1. Practical and theoretical knowledge and skills sufficient to effectively carry out the duties of a Food Safety Officer.
2. Proficient in managing and prioritising own workloads and meeting performance targets with minimal supervision.
3. Ability to prepare letters and inspection reports in line with the Food Law Code of Practice and the FHRS Brand Standard.
4. Good understanding and knowledge of the Food Law Code of Practice, Food Hygiene Rating Scheme and FHRS Brand Standard.
5. Ability to record accurate contemporaneous notes to be used as potential evidence in accordance with Police and Criminal Evidence Act 1984.
6. Ability to serve statutory enforcement notices such as Hygiene Improvement Notices and Improvement Notices in accordance with Food Law Code of Practice requirements and/or Improvement.
7. 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.

8. Ability to work in partnership with stakeholders to achieve shared outcomes.
9. Ability to interpret law, maintain professional knowledge, and keep up to date with relevant legislation, codes of practice and technical requirements.
10. Good communication skills both written and verbal with the ability to demonstrate good presentational and interpersonal skills including customer relations and mediation.
11. 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).
12. To carry out independent research and to keep up to date of any changes to food safety legislation, regulations and best practices within the food industry and compliance regime.

#### **Grade 12 – In Addition to Grade 11:**

13. Ability to interpret law, maintain professional and expert knowledge and keep up to date with relevant legislation, codes of practice and technical requirements.
14. Ability to undertake official controls of Approved premises.
15. Ability to serve statutory enforcement notices including Hygiene Emergency Prohibition Notices / Remedial Action Notices in accordance with Food Law Code of Practice requirements.
16. Ability to work under pressure, with minimum supervision.
17. Ability to carry out independent research in order to investigate complex food safety and food standards investigations.

#### **Essential qualification(s) and experience**

##### **Grade 11:**

1. A Degree in Environmental Health and registration with EHRB CIEH (or fully equivalent qualification and registration).
2. Practical and theoretical, experience working in Local Government regulation of Food Hygiene and Standards.
3. Evidence of Continual Professional Development (CPD).
4. Experience in managing own workloads and meeting performance targets.
5. Evidence of high-performance service delivery and customer care.

**For Grade 12 – In Addition to Grade 11:**

6. Substantial experience in exercising warranted powers and dealing with non-compliance through means of enforcement notices (inclusive of Hygiene Emergency Prohibition Notices and Remedial Action Notices) and where appropriate, prepare case files for prosecutions, and act as a witness in Criminal Courts.
7. Practical experience of carrying out high risk inspections and approved food premises.
8. Practical experience of enforcement, court proceedings and prosecutions.

## Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>Is passionate about making Ealing a better place</li> <li>Can see and appreciate things from a resident point of view</li> <li>Understands what people want and need</li> <li>Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>Does what they say they'll do on time</li> <li>Is open and honest</li> <li>Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>Ambitious and confident in leading partnerships</li> <li>Offers to share knowledge and ideas</li> <li>Challenges constructively and respectfully listens to feedback</li> <li>Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>Tries out ways to do things better, faster and for less cost</li> <li>Brings in ideas from outside to improve performance</li> <li>Takes calculated risks to improve outcomes</li> <li>Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>Encourages all stakeholders to participate in decision making</li> <li>Makes things happen</li> <li>Acts on feedback to improve performance</li> <li>Works to high standards</li> </ul>