

JOB PROFILE

Job Title:	Environmental Health Officer/ Food Safety Officer (Commercial Team)
Service Area:	Environmental Health (Commercial Team)
Grade:	6-10
Hours:	Full time / 37 hours per week
Reporting Manager:	Commercial Team Manager
Direct reports:	None

Role Grading:

Level 1 – Grade 6 = Newly appointed officer with no prior environmental health experience or skills.

Level 2 – Grade 7 = Non EHRB/CIEH registered, unqualified EHOs in their final year at university or Food Safety Officers with Higher Certificate in Food Control or equivalent.

Level 3 – Grade 8 = EHRB/CIEH registered EHOs and EHRB/CIEH registered Food Safety officers with The NEBOSH General Certificate or equivalent.

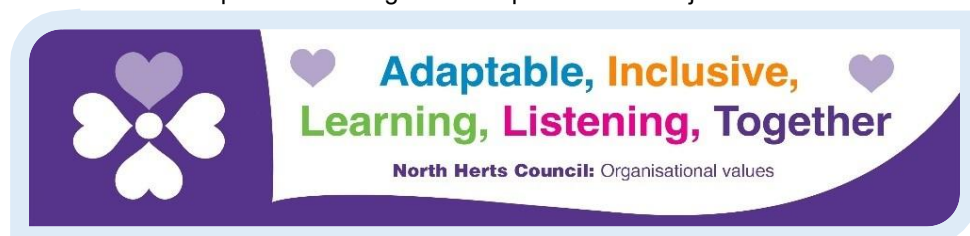
Level 4 – Grade 9 = As above with min 2 year post graduate experience as EHO/Food Safety Officer.

Level 5 – Grade 10 = AS level 3 plus further qualification/higher professional status.

Key Responsibilities:

- 1.1 The consistent and professional application of all strategies, policies and legislation relating to food hygiene and health & safety in commercial premises.
- 1.2 The promotion of safe and hazard free business through advisory, educational and enforcement activity. Appropriate enforcement action to include:
 - Verbal & Written Warnings.
 - Statutory Notices – **level 3/4/5.**
 - Prosecutions & Simple Cautions – **level 3/4/5.**
 - Seizure & detention of unfit/illegally imported food – **level 3/4/5.**
 - Seizure & detention/prohibition of dangerous equipment – **level 4/5.**
 - Prohibition of food premises – **level 4/5.**
- 1.3 The issuing of approvals under product specific legislation **level 4/5.**

- 1.4 The prioritized inspection of all food premises in accordance with statutory requirements and Codes of Practice and the production of timely and appropriate written communication following the inspection – **level 2/3/4/5**.
- 1.5 The sampling of food and water for microbiological and chemical analysis.
- 1.6 The investigation of food complaints and where necessary take appropriate enforcement action.
- 1.7 The investigation of food poisoning and infectious disease. Fulfilment of related duties under the Public Health (Control of Disease) Act 1984.
- 1.8 Health promotion and education activities including food hygiene training.
- 1.9 The prioritized inspection of commercial premises (and such other premises as may be required by the Commercial Team Manager) to ensure compliance with the Health & Safety at Work etc. Act 1974 and other related legislation – **level 3/4/5**.
- 1.10 The promotion of safe and hazard free workplaces through advisory, educational and enforcement activity, sometimes in noisy and offensive environments.
- 1.11 The investigation of accidents at work, and where authorised (**level 3/4/5**) take appropriate enforcement action.
- 1.12 The post holder is an authorised Inspector under the Health & Safety at Work Act and is authorised to sign formal notices under legislation within the purview of the Service accordance with the relevant enforcement policy. In particular, the service of notices under the Health & Safety at Work etc. Act 1974, The Food Safety and Hygiene (England) Regulations 2013, Food Safety Act 1990 and Environmental Protection Act 1990 will be relevant – **level 3/4/5**.
- 1.13 The investigation of pest complaints in commercial premises and where authorised (**level 3/4/5**) take appropriate enforcement action, e.g., serve notice or emergency closure to protect public.
- 1.14 The investigation of drainage and other miscellaneous public health complaints emanating from commercial premises and where necessary take appropriate enforcement action.
- 1.15 The arranging of burials as necessary under the provisions of the Public Health (Control of Disease) Act 1984. Sensitive communication with distant relatives and friends, and Liaison with Coroner and Treasury Solicitor.
- 1.16 To comment on the public safety aspect of licensing applications as part of the Environmental Health Departments responsible authority role.
- 1.17 To undertake the risk assessment of private water supplies and the investigation and, if necessary, enforcement where a private water supply fails to meet the required prescribed parameters.
- 1.18 The investigation and abatement of statutory nuisances, including noise nuisance emanating from food premises.
- 1.19 Enforcement of the requirements of the Health Act 2006, including investigation of complaints about smoking in public places.
- 1.20 Provide professional advice to Planning Control on planning applications involving commercial premises where there are environmental health implications that can either be controlled by planning conditions or would justify refusal – **level 3/4/5**.
- 1.21 To contribute to the wider public health agenda and public health objectives for Hertfordshire.



- 1.22 The production and presentation of Committee reports as necessary – **level 4/5**.
- 1.23 On a rota basis participate in the weekend noise service for which an additional payment is made, which involves noise issues at night, misfiring car & burglar alarms, noisy parties, difficult domestic nuisance cases. This may involve conflict with aggressive people under the influence of drugs or alcohol.
- 1.24 To assist with the training of student Environmental Health Officers and others in furtherance of environmental health education. Planning work and material appropriate to their needs and experience. Checking work produced e.g., wording on statutory notices.
- 1.25 To maintain a high level of competence within a specialist area, taking responsibility for policy development, strategy, adequacy of procedures, training, giving advice and support to other officers and generally acting as the 'lead' officer in that area – **level 4/5**.
- 1.26 The carrying out of physical work where applicable, including climbing of ladders and lifting man-hole covers.
- 1.27 The carrying out of such other environmental health duties as the Environmental Health Manager may require from time to time, including work outside normal office hours.
- 1.28 Maintain a good (**level 1/2/3**) or in-depth (**level 4/5**) understanding of environmental health concepts and principles across all relevant Environmental health disciplines (Housing, Environmental Protection, Health and Safety, Food Safety, Public Health).

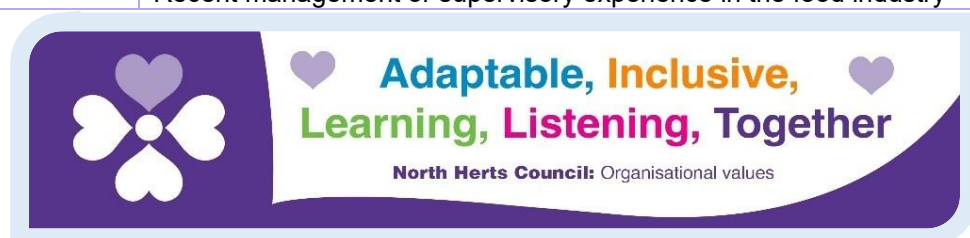
Service Management

- 2.1 The consistent and professional application of environmental health related issues within Council Strategies and Policies.
- 2.2 To ensure your service meets the Council's Customer First Standards.
- 2.3 To actively promote your service in order to raise the profile of the Council and demonstrate its value to residents and customers.

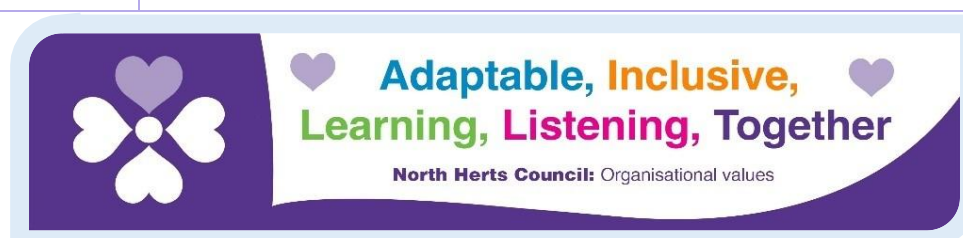
Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

Key Requirements:		Essential or desirable
Qualifications: Level 1	Level 4 (Advanced) Food Hygiene Award from the Chartered Institute of Environmental Health (or other equivalent)	E
	Good standard of literacy and numeracy including Maths & English to at least GCSE level grade C (4) or equivalent.	E
	Must be willing to study and gain Higher Certificate in Food Control within two years of appointment.	E
	Recent experience in the food industry with some responsibility for food safety and health and safety compliance.	E
	Recent management or supervisory experience in the food industry	E



Level 2	Experience of positively engaging or negotiating with individuals, businesses or other organisations. Have an awareness of the role of local authorities in food and health and safety	E
	Experience of keeping accurate and timely records of work undertaken.	E
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	Final year of approved Environmental Health BSc Hons Course. Requirement to gain degree and register with CIEH as an EHO within 6 months of appointment. Or, Food Safety Officers with Higher Certificate in Food Control or equivalent. Requirement to register with CIEH within 6 months of appointment.	E
Level 3	BSc Hons in Environmental Health. Registered with CIEH as a Registered Environmental Health Practitioner having successfully completed the degree course, professional training, professional examinations, and interview. Or The Higher Certificate in Food Control Registered with CIEH as a Registered Food Safety Practitioner with NEBOSH General Certificate.	E
Level 4	AS Level 3 plus 2 years' experience.	
Level 5	Level 4 plus Chartered membership of Chartered Institute of Environmental Health (CIEH) or, Passed CIEH Assessment of Professional Competence (Including deemed compliance via grandfather rights), Or	E
	• A relevant postgraduate qualification, or • Permanent discharge of duties beyond those associated with the role of an EHO (e.g. assuming the role of student training manager)	E
Job related experience & knowledge:	Ability to interpret and implement legislation, Council strategies and policies.	E
	Understanding of the public safety role for environmental health in relation to licensing applications and public events.	E
Level 1	Awareness of the legislation relevant to food and health and safety enforcement. Awareness of Council policies	E
Level 2	Basic understanding of	E



Levels 4 and 5	As other levels, plus ability to write committee reports.	E
Other:	Must have a good standard of hearing in order to be able to assess noise nuisance complaints. Self-motivated, enthusiastic, and confident. Knowledge of all equality issues. Good knowledge and experience in using digital technology (hardware and software). Willingness to work out of hours as needs of service dictates. Participation in out-of-hours weekend noise service.	E E E E E E

