

## DARLINGTON BOROUGH COUNCIL

### ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

#### JOB DESCRIPTION

<b><u>POST TITLE :</u></b>	Food Safety Enforcement Officer
<b><u>PAY BAND :</u></b>	Band 7/8 depending on experience
<b><u>JOB EVALUATION NO.</u></b>	C2207
<b><u>REPORTING RELATIONSHIP</u></b>	Accountable to the Environmental Health Manager (Commercial)
<b><u>JOB PURPOSE :</u></b>	To work within the Commercial Section responsible for the enforcement of environmental health legislation with a focus on food safety and health and safety, statutory nuisance, public health. Respond to requests for service from residents, visitors and businesses in Darlington and carry out low risk inspections and where necessary take appropriate action in accordance with the Council's enforcement policy.
<b><u>POST NO.</u></b>	POS000621
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

#### MAIN DUTIES/RESPONSIBILITIES

1. Enforce the legislation relating to food safety, health and safety, public health, statutory nuisance and pollution control where the Council is the Enforcing Authority. This will involve both proactive visits/inspections, responding and investigating service requests, following written procedures, and deciding upon the appropriate action required. (This may include statutory nuisance, public health, pollution, food safety, drinking water, accidents at work, occupational safety, unauthorised Gypsy/Traveller encampments, food poisoning and food borne disease; new business advice and food alerts issued by the Food Standards Agency). Actions may range from the giving of advice, drafting and serving of statutory notices, and in relation to offences the preparation of case files recommending the issue of simple cautions or prosecution in accordance with Council Policy. For offences that result in prosecution to present evidence Court.
2. Inspect buildings, land and vehicles to monitor compliance with relevant legislation. This will include food safety visits, sampling, infectious disease visits, registration, licensing and enforcement for, tattooist, skin piercing, caravan sites, animal welfare premises and petrol filling stations.
3. Manage information, complaints and requests from members of the public, businesses and voluntary organisations.
4. Provide advice and information on all aspects of environmental health to groups and individuals. This may include the preparation of information, writing of reports and delivery of presentations for a range of different audiences.

5. Carry out any other monitoring and sampling as and when required. This includes collection, transport, maintenance and calibration of equipment used.
6. Participate in the development of the Idox Uniform computer system to maintain records of work activities and the production of management information.
7. Maintain proper records of all work activities - on paper and/or computer systems.
8. Accurately record any data collected and then analyse, interpret and present the results using computer software if necessary.
9. Identify opportunities for improving procedures and standards of service and participate in the development and review of service plans.
10. To assist with the delivery of projects as requested by the Director or other senior managers that may extend beyond the boundaries of the department.
11. To keep abreast of all relevant legislation and guidelines and ensure such changes are speedily and efficiently implemented.
12. Engage and liaise with other enforcement agencies and other organisations, to ensure effective partnership working and delivery of services.
13. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
14. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
15. Carry out your role in line with the Council's Equality agenda.
16. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
17. Any other duties of a similar nature related to this post that may be required from time-to-time.
18. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
19. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
20. This post is subject to a Basic disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: November 2019

**DARLINGTON BOROUGH COUNCIL**  
**FOOD SAFETY ENFORCEMENT OFFICER**  
**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**  
**POST NO – POS000621**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
<b>Qualifications &amp; Education</b>			
<b>1</b>	Degree, Diploma, Masters in Environmental Health or other relevant degree or qualification (e.g. Lead Auditor).	<b>E</b>	
<b>2</b>	A levels (or equivalent) in Science subjects.		<b>D</b>
<b>3</b>	Additional qualifications such as: <ul style="list-style-type: none"> <li>• Noise/Acoustics</li> <li>• Food Safety</li> <li>• Health and Safety</li> <li>• Lead Auditor</li> <li>• Information Technology</li> <li>• Building Science</li> <li>• Project Management</li> <li>• Law</li> <li>• Contaminated Land</li> </ul>		<b>D</b>
<b>Experience &amp; Knowledge</b>			
<b>4</b>	With the essential qualification and a minimum of one year's relevant experience relating to the specific requirements of the post (Band 7).  With a minimum of three years relevant experience relating to the specific requirements of the post (Band 8).	<b>E</b>	
<b>5</b>	Knowledge of: Food Safety Act and the framework agreement issued by the Food Standards Agency; Health and Safety at Work Act and the Section 18 guidance issued by HSE.	<b>E</b>	
<b>5a</b>	Knowledge of: statutory nuisance (Environmental Protection Act 1990), principles of noise control.		<b>D</b>
<b>6</b>	Experience of working with a PC and knowledge Microsoft Office, Word and Access.	<b>E</b>	
<b>7</b>	Experience of interpreting legislation, policy or procedures to give recommendations and advice.	<b>E</b>	
<b>8</b>	Knowledge of office systems in a Local Authority.		<b>D</b>
<b>9</b>	Knowledge of IDOX Uniform System.		<b>D</b>
<b>10</b>	Basic knowledge of the English legal system.	<b>E</b>	
<b>11</b>	Experience of initiating formal enforcement action including presenting evidence in court.		<b>D</b>
<b>Skills</b>			
<b>12</b>	Effective oral and written communication - confident telephone manner and ability to write down information logically and accurately.	<b>E</b>	
<b>13</b>	Ability to carry out investigations, make recommendations and take appropriate actions.	<b>E</b>	
<b>14</b>	Effective team worker with flexible attitude to work.	<b>E</b>	

15	Ability to work under pressure to tight deadlines on a number of different projects.	E	
16	Ability to maintain accurate records.	E	
17	Ability to apply accurate literacy and numeracy skills to include spelling, grammar, punctuation, percentages and decimals.	E	
18	Able to organise and prioritise own work with minimum supervision, using own initiative, whilst following agreed protocols.	E	
19	Ability to maintain a professional image of the Council for meeting public and businesses.	E	
20	Commitment to providing customer focused services.	E	
21	Ability to demonstrate reliability and a trustworthy attitude.	E	
<b>Personal Attributes</b>			
22	Commitment to training to improve, or acquire new technical or personal skills.	E	
<b>Special Requirements</b>			
23	Able to bend and inspect at floor level and able to climb ladder unaided.	E	
24	Access to reliable transport to carry out travelling requirements of the work.	E	
25	Flexible approach to working time arrangements to work evening or weekends to meet service requirements.	E	
26	The post is subject to a Basic disclosure.	E	
27	The ability to communicate at ease with customers and provide advice in accurate spoken English.	E	