

# Technical Enforcement Officer/Environmental Health Officer

## Job Description

Post Pay Level: 6

SCP: 24 – 29

Salary: £31,099 to £35,411

A local weighting allowance of £1002 is also payable.

DBS requirement: Standard


Reports to: Food and Safety Manager

### Main purpose of Job:

1. To carry out interventions and respond to a wide range of service requests in relation to Food Safety, Health and Safety and Infectious Disease control issues. Including managing workload according to risk, statutory requirements, national guidance, Council policy and service delivery plans. To follow up with appropriate advice and guidance on internal and external customers.
2. To undertake follow up informal and/or formal enforcement action as necessary including the service of a range of notices & making recommendations, regarding simple cautions and the institution of legal proceedings in relation to Food Safety, Health and Safety and Infectious Disease control issues in accordance with Council policy. To produce witness statements, prosecution reports and present evidence in Court as required.
3. To undertake a specialist role acting as a consultant and advisor to colleagues, to maintain information and legislation relating to that specialism and to ensure that new developments are communicated to both the team, the Food & Safety Professional and the Food & Safety Manager.
4. To participate and assist in the development of project work. Including, where necessary, identifying and working collaboratively with internal and external partners.
5. To participate in the preparation and presentation of reports concerning the service.
6. To represent the section at meetings and working groups within the Local Authority and with external organisations.

7. To maintain a personal portfolio of Primary Authority Partnerships, providing specialist and complex advice for national and multinational companies on behalf of the Council.
8. To plan prioritise and deliver allocated work within agreed timescales.
9. To uphold the values and behaviours of Slough Borough Council ensuring that actions are consistent with organisational and public service values.
10. To have regard to and comply with the Council's policies and procedures in relation to health & safety, safeguarding and data & information security.
11. To carry out any other duties as may be required by the Food & Safety Professional or the Food & Safety Manager, including undertaking the duties of other Environmental Health Officers in their absence or as required, at a level commensurate with skills and experience.

## Person Specification: Technical Enforcement Officer/Environmental Health Officer

Area	Description	Essential/ Desirable		Method: Application (A) Interview (I) Test (T)
Experience	Experience acquired through a combination of training and working in Environmental Health; including carrying out inspections and investigations in accordance with statutory requirements, guidance and internal procedures demonstrating self-development and an enthusiasm to learn.	Essential		A/I
	Experience of working successfully in teams and across teams and partnerships.	Essential		A/I
	Proven track record of embracing digital approaches and new ways of working.	Essential		A/I
Skills and abilities	Good level of digital literacy, including proficient use of office software suites and flexible ways of working (e.g. video conferencing, remote working).	Essential		A/I
	Ability to plan and prioritise to produce a high level of work, within agreed timescales, to quality standards.	Essential		A/I

	<p>Develop productive and collaborative working relationships with colleagues and stakeholders.</p> <p>Excellent written and oral communication, negotiating and influencing skills. Strong networking, advocacy and presentation skills to relate effectively to employees, managers, members, the public and stakeholders and command their respect, trust and confidence.</p> <p>The ability to converse at ease with customers and provide advice in accurate spoken English.</p> <p>Ability to produce correspondence, notices and reports and to make recommendations under relevant legislation. Including where necessary the ability to give evidence in enquiries, tribunals and legal proceedings and to assist in the compilation of legal files.</p> <p>Experience leading the delivery of projects and/or programmes.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Knowledge and understanding	<p>Knowledge and understanding of Environmental Health in particular Food Safety and Health &amp; Safety enforcement.</p> <p>Knowledge of relevant legislation, codes of practices and other technical guidance relevant to the role.</p> <p>Demonstrable experience of working in a customer facing organisation.</p> <p>Demonstrates an awareness of the Values and behaviours expected from Slough Borough Council to promote a positive working environment and culture. Understands fairness and dignity and equality of opportunity at work and in service delivery.</p> <p>Understanding of Health and Safety legislation and good practice and how it relates to themselves and others in the workplace.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Qualifications	<p>Either a Degree/diploma in Environmental Health; a Higher Certificate in Food Control (or equivalent); and/or Registration by the Chartered Institute of Environmental</p>	<p>Essential</p>		<p>A</p>

	Health as a Food Safety Practitioner or Environmental Health practitioner.			
	Membership of the Chartered Institute of Environmental Health.	Desirable		A
	Demonstrable continuous professional development.	Essential		A
	Possession of a full driving licence.	Essential		A