

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Senior Food and Safety Officer	Post No	CS316
Directorate	Economy and Infrastructure		
Division	Regulatory Services		
Band and Salary	Band E £37,035 to £42,708 per annum pro rata Incremental progression is subject to performance.		
Responsible to	Food and Safety Team Leader		
Location	The Core, Homer Road, Solihull. B91 3RG		
DBS Check	Standard Check		
Fluency Duty	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.		
Car User Status	This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively. Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required.		
Special Conditions	The requirement to travel around the Borough and beyond will be an essential feature of the role. There will be a requirement to work such hours as necessary to fully perform the duties of the post. Occasional evening and weekend working, as determined by service need, may form part of this working pattern.		

Role Purpose

As a member of the Food and Safety Team, the post holder will provide effective borough wide regulatory services to customers, visitors and businesses by providing advice and guidance, carrying out inspections, interventions, taking samples and conducting investigations into alleged breaches of the law.

Responsible for investigation of notifiable infectious diseases and accidents as appropriate.

Responsible for the effective enforcement of the law in their area of competency and authorisation with the purpose of securing compliance and protecting the health, safety, well-being and economic prosperity of consumers, citizens and businesses.

The post holder will work collaboratively with colleagues within Regulatory Services as well as other teams within the Council, to deliver identified service priorities.

The post holder will be expected to work with partners to ensure regulation is coordinated and delivered in a consistent and efficient way.

Role Responsibilities

To provide advice and guidance in a specified area of competency and authorisation within the field of Food Hygiene, Food Standards and Health and Safety to a range of customers including consumers, citizens, businesses, colleagues in other areas of the Council and partner agencies.

To plan and carry out inspections or interventions with the purpose of checking and securing compliance. including the preparation of reports for formal action and the service of statutory notices.

To be responsible for the effective investigation of complaints including the preparation of reports for formal action and the service of statutory notices.

To be responsible for the detection and investigation of breaches of the law, including ensuring the safe custody of exhibits and documents and giving evidence in court or to other hearings when necessary.

To plan and ensure the effective delivery of specific projects and initiatives in the field of Food and Safety.

To contribute to the development and delivery of the Divisional Service Plan and other work plans and frameworks.

To undertake necessary actions to register, licence or approve people, places or vehicles and will oversee the production of the aforementioned.

To develop and maintain competency in specific areas of Environmental Health, Food and Health and Safety and be conversant with relevant codes of practice and best practice in its effective delivery to enable you to lead on more complex tasks and provide guidance to other staff and partners.

To operate administrative and IT systems used by the Division to record information in an accurate and timely manner.

To exercise responsibility for professional and personal development and undertake in-service training as required by the Divisional training plan and to lead and participate in developing and training of staff and partners.

Any other appropriate duties as and when required.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	A Degree or Diploma in Environmental Health or Higher Certificate in Food Premises inspection	Further specialist qualification in Food or Health and Safety e.g. MSc. In Food Safety Hygiene and Management or NEBOSH	Application form Certificates
	Professional registration with CIEH (Chartered Institute of Environmental Health).		Application form Certificates
Experience & Knowledge	Experience in providing advice and guidance to consumers and businesses on regulatory or enforcement issues related to food safety and health and safety practice and legislation.	Experience of inter-disciplinary project working.	Application form Interview
	Experience of conducting practical inspections and investigations to determine compliance with the law in relation to food and health and safety law.	Specialist knowledge of a relevant subject area.	Application form Interview
	Experience of working on own initiative with minimal direction or guidance.		Interview
	Experience of working effectively as part of a team		Application form Interview
	Current competency in Food as per the Food Law Code of Practice		Interview
	In-depth knowledge of current practices and techniques used in providing advice and securing compliance with food and health and safety regulatory law.		Interview
	Knowledge of legal processes and practices and the principles of effective evidence gathering.		Interview
Skills & Abilities	Effective verbal and written communication skills with the ability to communicate to a range of audiences.		Application form Interview

	Effective organisational skills for managing a caseload, deadlines, interruptions and conflicting demands		Interview
	Skills in dealing effectively with situations involving conflict.	Ability to identify and deploy creative solutions to problems.	Interview
	Skills in using databases and Microsoft Office packages Word and Outlook (or equivalent).	Skills in using Microsoft Excel (or equivalent)	Interview
	Ability to plan, lead, monitor and report on projects		Interview
	Ability to work effectively with people, build strong working relationships and negotiate successful outcomes		Interview
	Continuously develops own knowledge to keep up to date with changes in practice, relevant to own area.		Interview

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	Trust and Respect - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview

Other Requirements	Valid driving Licence		Document
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Compiled/Reviewed by	Diane Hurt
Date	23/10/2024

Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.