

Job Description

Job Title	Principal Environmental Health Officer
Grade	PO8
Reporting To	Environmental Health Senior Manager
JD Ref	REG0165P

Purpose

Support the Environmental Health Service's Officers and Managers in the delivery of the services by leading on specific work activities and tasks to ensure efficient operation of the service.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Environmental Health duties & responsibilities:

- Work to deadlines set internally by the Environmental Health Operations Managers and the Senior Manager for Environmental Health as well as external deadlines such as those determined by the FSA.
- Assist in the preparation and delivery of service plans and the risk register insofar as these relate to key tasks.
- Assist the Environmental Health Operations Managers in the assessment of Officer competency in line with requirements of the Food Law Code of Practice Competency Framework.

Team Leadership and Management:

- Regularly report performance achievement to Environmental Health Operations Managers and the Senior Manager.
- Assist in the daily allocation of worksheets and food inspections to Officers under the supervision of the Environmental Health Operations Managers.
- Assist in the management of the Food Premises Inspection Contract in conjunction with the Environmental Health Operations Managers.
- Oversee the allocation of inspections to contractors.
- Overseeing performance management and quality assurance in respect of the food premises inspection contract.
- Investigate and allocate as necessary the Freedom of Information (FOI) and Subject Access Requests (SAR's) related enquiries as supervised by the Environmental Health Operations Managers.

- As directed by the Environmental Health Operations Managers, coordinate any protocols and operating guidance relating to the provision of the Environmental Health Service, including the assessment of legislative changes affecting operations and undertaking Health and Safety Risk Assessments.
- As directed by the Environmental Health Operations Managers, coordinate projects or promotional campaigns to help deliver improved health outcomes for local residents, visitors and businesses.
- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Monitor expenditure against budget in relation to the food premises inspection contract.
- Through continuous improvement strengthen the tools, practices and impact of the service.

Communication, Engagement and Training:

- Coordinate and respond to enquiries from elected members in accordance with corporate guidelines.
- Liaise with the inspection contractors as necessary.
- Liaise with contract providers to manage day to day operational queries, referring any matters that cannot be resolved to the Environmental Health Operations Managers.

Data Analysis and Decision-Making:

- Assist the Environmental Health Operations Managers with the management of the IDOX/Tascomi database including managing data transfer, troubleshooting, supporting staff training, and embedding the system.
- Make decisions and resolve issues in relation to the daily operation of service resources to deliver agreed service levels (including decisions to support enforcement activity relating to the work of the contracted contractors).
- Use appropriate powers to support the contract inspections to take enforcement action for premises which pose an imminent risk to health and detain or seize food that does not meet food safety requirements.
- Responsible for the security of information, data management and control between the Council and the Food Premises Inspection Contract provider (including contract inspectors).
- Monitor the spend on the Food Premises Inspection Contract, keeping accurate records of expenditure and report monthly to the Environmental Health Operations Managers to ensure that the contracted inspection service operates within budget.
- Check the work submitted by the contract inspectors and verify that it meets the standards required as detailed in the contract specification.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Comply with all legislation, statutory guidance and good practise relating to environmental health and to keep abreast of all legal or other developments.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.



Other:

- Provide any other management related support as required by the Environmental Health Senior Manager and Operations Managers.
- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- **Essential criteria**
- Degree or equivalent in Environmental Health.
- Full Driver's licence
- *Desirable - Management or supervisory qualification or experience.*
- *Desirable - Post-graduate qualification in an Environmental Health specialism.*

Knowledge & Skills

- **Essential criteria**
- Broad knowledge of Environmental Health functions and legislation.
- Specific detailed knowledge relating to food law enforcement and associated legislation and codes of practice etc.
- Demonstrate a logical and systematic approach to problem solving.
- Able to act with clear objectivity, fairness and transparency when undertaking sensitive and complex investigations.
- Knowledge of the environmental health IT systems and how they operate.
- High level of computer literacy and ability to extract data and present performance reports using the council's systems and specifically those relating to Environmental Health.
- Political awareness and sensitivity.
- Commitment to deliver corporate, departmental and service objectives.
- *Desirable - Knowledge of strategic business/ service planning and performance management.*
- *Desirable - Be able to demonstrate negotiating and influencing skills.*
- *Desirable - Demonstrate innovation and creativity.*

Experience

- **Essential Criteria**
- Specific detailed experience relating to food law enforcement activity and associated legislation and codes of practice.
- Project management skills.
- Experience of data/ extract from the Environmental Health IT systems.
- Participation in the planning and control of special projects and initiatives to deliver the aims and objectives.
- *Experience of planning and successful implementation of service improvements.*
- *Experience of training and developing staff in the key work specialisms identified.*
- *Experience of monitoring service outputs and performance.*



- Working with a range of statutory, voluntary and other organisations or agencies to achieve successful outcomes.
- Demonstrate the ability of managing competing service priorities.

Additional Information

- Ability to travel across the Borough and work from various locations using own transport.
- Involvement in the development of added value service activities relating to environmental health, public health improvement or policies outside of the usual enforcement role.
- Work hybrid, with a flexible working approach to accommodate service needs.
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Foods Handling
- Driving duties
- Exposure to persons with challenging or aggressive behaviour

**Approved By: Deeta Cooper: Senior Manager -
Environmental Health**

Date Of Approval: 01/03/2024

