Job Outline

Post:	**Environmental Health Technical Officer (Food Safety)**
Location:	Fort William
Hours:	35 hours per week - flexible
Duration:	Permanent
Service:	Communities and Place
Grade:	HC7 – £36,636 - £40,968 p.a.
Contact:	John Murray, Senior Environmental Health Officer Tel 07766 366759 e-mail: john.murray@highland.gov.uk
Job Purpose:	The postholder will undertake the role of Food Safety officer and provide a range of technical and specialist regulatory and advice duties covering Food Safety legislation. Responsible for undertaking official control duties, including enforcement at food premises and approved establishments, carry out import and export controls and other duties arising from Food Safety legislation.

Further Information

This is an exciting opportunity to become part of the Environmental Health team that is committed to delivering a wide range of regulatory duties throughout the Highland area. Environmental Health is the branch of public health which deals with all aspects of the natural and built environment that may affect public health, together with animal welfare and licensing duties. Much of the work is preventative and the team has an important role in ensuring the Highlands maintains its reputation of a safe and healthy place in which to live, work and holiday. We aim to support local businesses by providing advice on appropriate regulations and ensuring any regulatory activity follows the five principles of better regulation: Proportionate, Consistent, Accountable, Transparent and Targeted.

The Environmental Health Technical Officer (Food Safety) has a key role in the team in undertaking regulatory and advice duties. The role will include undertaking visits to premises to assess compliance with legal standards & guidance, provide advice to individuals on standards, and, when required, consider appropriate steps to improve standards. This may involve taking formal enforcement action if relevant to the technical and specialist role and associated tasks such as gathering evidence and taking witness statements. The officer will be expected to prepare prosecution reports for submission to the Crown Office and Procurator Fiscal Service.

As stated in the Post title, the successful applicant will be required to undertake the technical and specialist role on Food Safety. Other regulatory or advice duties may also be assigned to the post holder.

The successful applicant must have good communication skills, flexibility and diplomacy skills. The ability to manage and effectively prioritise workload and to work to strict deadlines will be required to deliver regulatory duties.

Employee Benefits

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

- Flexible working patterns including both full-time and part-time opportunities. We want to accommodate the right candidate for the post and we are able to assist life style choices and other commitments you may have. For example: seasonal compressed hours
- Competitive salary with an incremental scale and annual pay review.
- Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.
- 28 days paid holiday plus 7 Public paid holiday (pro rata for part-time staff), rising to 33 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
- Pension Scheme, including employers contribution of 19.5%
- A genuine commitment to the health and wellbeing of our employees with access to the new Employee Assistance Programme.
- Family Friendly staff policies including Parental Leave.
- Employee discount/reward schemes from major and local retailers.
- Cycle to Work scheme.

If you are interested in working for Highland Council and being part of a team providing a first-class service please view the further information, job description and person specification and then apply online.

The Highland Council

Ambitious, Sustainable and Connected.

The Highland Council vision is to be an ambitious, sustainable and connected Highland. The Council's goal is for the Highlands to be best place to live, to visit and to invest in. The Environmental Health provide statutory duties to over 6000 properties on private water

supplies, over 5000 food businesses, and responding to almost 10,000 annual service requests on a wide range of public health, nuisance, housing, licensing, pollution, health & safety, dog control, animal health and incivility issues.

1. Job Description – Key Duties and Responsibilities

The role will involve carrying out a range of Regulation and Advice Duties as appropriate in terms of delegation and authorisation by The Highland Council. For Food Safety the responsibility includes undertaking official control duties, including enforcement at food premises and approved establishments, and to carry out import and export controls and such other duties arising in terms of Food Safety legislation such as the Food Safety Act 1990.

1. Maintaining an effective working knowledge of the law and practice in relation to Food Safety.

2. Contributing to the smooth running of the Environmental Health team by ensuring Performance Targets are met and customer care standards are achieved.

3. Liaising and working closely with Environmental Health Officers (EHOs), and Senior Environmental Health Officers in their capacity as lead officers, and in relation to special projects.

4. Preparing internal reports for management purposes.

5. Ensure that Council procedures are followed, and accurate records are kept of work undertaken.

6. Promoting good working relationships with other officers within Highland Council services, external agencies and the general public.

7. To fully co-operate in all emergency situations which may from time to time arise.

8. To attend seminars, working groups and take part in additional training as deemed necessary.

9. Flexible working hours are a feature of this job role. This includes occasionally working out of hours at evenings and at weekends (day and evenings) to carry out inspections, investigations, or any other events as dictated by management and service needs. This includes promotional initiatives and events representing the Environmental Health Team.

2. Other Duties

The post holder may be required to perform duties appropriate to the post, other than those given in the Job Specification. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

It should be noted that in the interests of operational efficiency the post-holder may be required to work across Area boundaries.

3. Person Specification

Essential Attributes

1. Experience of Food Safety within a Local Authority Department in relation to Enforcement and Advisory Duties

2. Candidates must hold the Higher Certificate in Food Practice, as awarded by the Scottish Food Safety Officers' Registration Board, or received confirmation from the Royal Environmental Health Institute of Scotland (REHIS) of the equivalency of their qualifications (further information on this process can be obtained by emailing contact@rehis.com).

3. Proven ability in effective written and oral communication.

4. Good interpersonal skills and the ability to deal with and manage potentially confrontational situations

5. Competence in use of Microsoft Office Software including Word, and Excel to produce documents and spreadsheets.

6. Ability to work unsupervised and to manage and plan workload.

7. Ability to work to strict deadlines and to work under pressure.

8. The ability to relate easily to others and work well within a team.

9. A current UK driving licence and a commitment to regular travel across the Council area. Travel throughout Highland will be required.

Ideal Attributes

Ideally you will be able to provide evidence of the following:

1. Experience of working with the Civica APP (Flare) computer system.



4. Appointment on trainee basis

To become a Food Safety Officer there is a need to hold the Higher Certificate in Food Practice, as awarded by the Scottish Food Safety Officers' Registration Board.

This qualification requires the achievement of both academic knowledge and practical training, submission of reports and sitting professional interviews. An HND or BSc (Hons) in Food Science or Technology is an appropriate academic qualification to hold, to pursue a career as a Food Safety Officer. However, if you hold substantial experience in a food related role **and** academic qualifications in relevant subjects, to at least the equivalent of SCQF 8 (equivalent to HND level), you may also be able to pursue the career. Please note that you should have at least SCQF level 8 qualification in a science related subject and experience in a food related discipline for this to be considered.

If accepted, the practical training lasts for at least 8 months. Once the required practical training and any additional academic learning is complete, a candidate presents for examination, through the submission of reports and sitting 2 professional interviews. Trainee appointment would be subject to employee making satisfactory progress with training.

Appointment as trainee will be on salary grade HC5 £26,335.40, SCP19.

Should you not hold the required qualifications or experience to enrol on the Higher Certificate in Food Practice you can still apply for this post and undertake two years of training.

The first year will involve completing the Certificate of Higher Education in Food Safety & Food Legislation at the University of Birmingham. This can be completed mostly as distance learning, but attendance in person is required throughout the academic year. Your second year of training will be to complete the Higher Certificate in Food Practice, as awarded by the Scottish Food Safety Officers' Registration Board.

Appointment onto the two-year trainee option would be on salary grade HC4 £26,717.60, SCP14, with progression to HC5 £29,666, SCP19 upon successful completion of the Certificate of Higher Education in Food Safety & Food Legislation.

If applying for a trainee position, the Council will ask you to contact REHIS with details of your qualifications and experiences to confirm if you are eligible to pursue the career.

5. Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.











