

Job Profile Food Safety Team Leader

Job Title: Food Safety Team Leader

Job Grade: Level 4 Zone 2

Salary Range:

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide better future for us all. As part of the Public Protection Service, the Food Safety team plays a key role in protecting citizens from harm from unsafe food and infectious disease and by working in partnership with the business community to drive regulatory compliance and engender successful business growth for the benefit of all.

About the role

Operating within a fast paced, flexible and dynamic team, the role incorporates leading the delivery of a team of authorised food safety officers to deliver Camden's statutory food safety and infectious disease function, and protects citizens (local, national and international) from harm resulting from unsafe food. In addition, you will be required to support the development and delivery of a wide range of partnership projects across the team. The role requires substantial amount of data analysis, report writing, briefing documents, performance management processes, response to informal and formal enquiries, Member enquiries, and Freedom of Information requests.

You will be responsible for the overall people management of staff within your team including HR processes, work allocation, providing sound and professional support and advice and training to officers, ensuring that service decisions comply with relevant legislation, policies and guidance.

You will be required to take a lead role in the ongoing development and maintenance of the service's case management systems to ensure all of the team's work can be effectively, legally and accurately logged, stored and reported.

The role is based in an enabled and empowered team-focused service where all officers are expected to work flexibly to meet evolving service demands. You will work as one team to assist in the development of a culture where knowledge, experience and responsibility for making decisions on complex issues is shared where appropriate. This will include deputising/covering for team leaders and managers in the services as appropriate

Example outcomes or objectives that this role will deliver:

- Allocation and performance monitoring of work across the team.
- Supporting officers in the team with complex and high-profile case resolution, using the full range of enforcement powers including court and committee attendance to deliver positive outcomes to citizens.
- Ensuring that statutory returns and performance monitoring/annual reporting is completed and submitted within identified timelines and signed off.
- Deliver effective people and performance management duties for direct reports, ensuring that staff are supported and receive relevant training and development on an ongoing basis.
- Supporting the Food Safety Manager in developing, implementing, monitoring, and reviewing documented policies, procedures, and plans in relation to the delivery of the food safety service.
- Assisting the Food Safety Manager in the collation and reporting of all statutory food safety regulatory data as set out by the Food Standards Agency.
- Deliver an effective performance management-based service culture which seeks to maximise opportunities to increase productivity and to deliver positive outcomes across the borough.
- Assist the Food Safety Manager in the development of service plans/Service Level Agreements and the delivery of a wide range of initiatives and activities linked to food safety and infectious disease control.
- Coordination of the team's functions, ensuring that service decisions and responses comply with relevant legislation, policies and guidance.
- Keep abreast of relevant new and draft legislation, advice and other developments relevant to the post. Track court decisions and note case law that will affect the duties of the teams and communicate this effectively to ensure compliancy and contribute to service planning.
- Be an IT Superuser to support the ongoing development of the service's IT case management systems to ensure effective and compliant data and case management, timely reporting, and compliance with statutory returns.
- Liaise extensively with elected members, to respond to issues of concern and provide reassurance regarding the problem-solving/enforcement activity delivered by the service.
- Collaborate with internal and external stakeholders and colleagues to develop and deliver partnership projects which underpin and enhance Camden's Food Mission such as the Healthier Catering Commitment.
- Prepare and present briefings, reports, procedures, website updates etc, for service managers, members, etc
- Provide cover for the Food Safety Manager and other colleagues across the service as required.

About You:

You will be an exceptional officer who is passionate about delivering positive outcomes for local communities and are enthusiastic about the council's ambition to deliver against the challenges, missions and aspirations outlined within 'We Make Camden'. You will also be passionate about ensuring that services are delivered in a relational way, with a strong commitment towards establishing transformational service cultures which focus on delivering outcomes on behalf of Camden citizens.

You will meet the authorisation and competency requirements set out by the Food Standards Agency Food Law Code of Practice for an Authorised officer, and be able to lead and manage a team of authorised food safety professionals.

You will ideally meet the competency requirements set out by the Food Standards Agency Food Law Code of Practice for a Lead Food Officer.

You will

Hold a BSc/MSc (or its antecedents; or equivalency certificate) in Environmental Health; and registered by the Environmental Health Registration Board or the Chartered Institute of Environmental Health to practice as an Environmental Health Officer/Practitioner.

OR

Hold a Higher Certificate in Food Control awarded by the Environmental Health Registration Board or the Chartered Institute of Environmental Health; or another "suitable qualification" as defined in the Food Law Code of Practice for an Authorised Officer; and ideally holds a suitable qualification in Health and Safety enforcement such as a Diploma/Higher Certificate in Health and Safety Enforcement. Other related qualifications including IOSH/NEBOSH Diploma may be considered.

You will have in-depth knowledge and understanding of the legislative framework with regard to food safety, health and safety and infectious disease control, which you will be able to draw upon in order to influence the development of a best-practice approach towards the delivery of Camden's Statutory duties and ambitions to ensure that all food linked to Camden is safe and healthy and that citizens are protected from harm.

You will have experience or capability/knowledge of working with a team of professional officers supporting them in their development and managing performance to deliver service objectives.

In addition:

- You are passionate about the council's ambition to deliver We Make Camden and wider corporate agendas, such as The Way We Work.

- You are curious and challenging, with the ability to think about how we can do things differently to improve the citizen experience.
- You create a culture of accountability across teams, ensuring the delivery of agreed outcomes.
- You understand the importance of performance, data, and measuring impact; and develop collaborative, solution-focussed and high-performing teams.
- You recognise the importance of working in partnership with other services internally and externally to provide a joined-up approach which promotes the need for greater collaboration to deliver outcomes on behalf of Camden citizens and communities.
- You are committed to and will champion the council's ambition to make Camden a more equal, diverse and inclusive borough.
- You are authentic and inspirational and engage others through your personal leadership and ability to make the Council's vision meaningful to all.

Work Environment:

- The role will be based primarily in our offices at 5 Pancras Square with a mixture of office-based work at 5 Pancras Square, site visits/inspections and attendance at external meetings.
- The postholder will be required to work flexibly to deliver the role as needed and attend out of hours meetings/visits/events such as committee and community meetings for which reasonable notice will usually be given.
- The post holder will be expected to work independently and with minimal supervision and will be seen to apply sound judgement and a commitment to delivering excellence and a high quality service to community of Camden.
- The post holder is required to work in a busy and demanding office environment with competing demands and priorities, working flexibly to meet individual and service objectives.
- The post holder will work in an agile way in line with the Council's flexible and paperless work environment, prioritising their own work within the empowered and enabled team culture, recognising and utilising the expertise of others where appropriate.

People Management Responsibilities:

The post holder will be required to deliver line management duties for a team of specialist environmental health/food safety officers

Relationships

Reports to the Food Safety Manager. The post-holder will be expected to build and sustain effective partnership relationships with other team leaders, colleagues and a range of stakeholders (internal and external to the Council) acting as a point of expertise on complex matters, which support the delivery of outcomes and meet the services priorities. Key contacts are likely to include:

- Local and national businesses / business representatives
- Cabinet members and ward councillors
- Directorates and services and teams across the Council and across any contracted services

- Other local authorities, especially within London
- Government agencies including Environment Agency, Health and Safety Executive, UK Health Security Agency,
- Local community groups
- Police
- Courts

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.