

## **Job Profile Information: Food Safety Environmental Health Officer/Food Safety Officer**

**Job Title:** Food Safety Environmental Health Officer/Food Safety Officer

**Job Grade:** Level 4 Zone 1

**Salary Range:** £44,579 - £50,706

### **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 you will be responsible for delivering the full range of food safety regulation and infectious disease control. In addition, you will provide resilience for the wider ambitions of the Public Protection service to respond flexibly to deliver a broad range of environmental health and public health functions.

The role will require the delivery of a range of proactive and reactive interventions including programmed and unplanned site visits to ensure compliance with relevant legislation and statutory requirements. You will investigate, negotiate, and mediate between parties to deliver positive outcomes and where necessary use the full range of legal enforcement powers including presenting evidence in court and at relevant committees. You will lead on delivery of higher risk matters in food businesses such as statutory interventions in Category A businesses, 'Approved Premises', businesses posing an imminent risk to health, outbreaks of infectious disease, and enforcement of health and safety at work legislation. You will develop and deliver special projects, policy, and research on areas of expertise and/or functional activity within the service. The role includes a substantial amount of report writing, resolution, preventative and advisory work including response to informal and formal enquiries including response to Member enquiries and Freedom of Information requests.

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 for managers in the services as appropriate

## About you

Applicants holding the appropriate Environmental Health qualifications will be appointed as Food Safety Environmental Health Officer.

Applicants holding the baseline food qualifications will be appointed as Food Safety Officer.

### The successful candidate will demonstrate the following:

- **Food Safety Environmental Health Officer** – Holds 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; and meets the baseline competency requirements of the Food Law Code of Practice for an Authorised Officer; and with recent experience of carrying out relevant food safety and health and safety interventions.

#### OR

- **Food Safety Officer** – Holds 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 meets the competency requirements of the Food Law Code of Practice for an Authorised Officer; and with recent experience of carrying out relevant food safety interventions; 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.
- Ideally has recent experience of carrying out relevant health and safety interventions.
- Detailed knowledge of the wide-ranging legislative framework, guidance and codes relevant to the team, and experience in its application to casework to take responsibility for innovative interventions in the investigation and successful resolution of complaints and other enquiries.
- Deliver the full range of interventions in all relevant businesses of all risk types
- Excellent written and verbal communication skills including complex reports, legal specifications and other documentation relevant to legislation
- Report on, recommend and deliver appropriate enforcement action informal or formal where necessary for failure to comply with requirements of legislation, including use of the regulators code and relevant legal and local policies required to make sound enforcement decisions.
- Initiating legal proceedings involving the gathering, preparation and giving evidence in court including interviewing suspect under the Police and Criminal Evidence Act
- Taking an organised self-management approach to own workload whilst dealing with conflicting priorities and ensuring an outcome focussed customer service approach.
- Working collaboratively with internal and external partners, to respond effectively to the complex interdependencies of the wider environmental health legislative frameworks and to lead on innovative and creative approaches to resolve complaints and deliver Camden objectives.

- Excellent customer care and communication skills in explaining complex and technical issues accurately, clearly and concisely both orally and in writing when dealing with all service users
- Resilience and tenacity in the face of difficult cases and work effectively to resolve these.
- Organising, coordinating and participating in projects as part of a team, leading to successful service outcomes
- Knowledge of and ability to manage sensitive intelligence and information securely and respond appropriately to politically sensitive issues
- Effectively using and interpreting relevant environmental health data and data management approaches and systems to improve service outcomes
- Leading and taking personal responsibility for developing, implementing, and enforcing policies in connection with food safety functions.
- Managing caseloads with competing priorities.
- Supporting, advising and assisting stakeholders including businesses, the public, and other customers to achieve outcomes
- Leading and working collaboratively with services and stakeholders to provide resilience in the Council's wider environmental health and public protection remit.
- Knowledge of and ability to manage sensitive intelligence and information securely and respond appropriately to politically sensitive issues
- Identify and implement service improvements in response to We Make Camden Priorities, relevant advice, guidance, policies and legislation
- Maintaining continuing professional development in line with legal authorisation by keeping abreast of relevant new and draft legislation, advice, regulations, training updates etc.
- Identifying opportunities for innovation to improve the service in terms of creating and improving policies and procedures, particularly through the evaluation and review of case work performance and customer feedback.
- Leading on the identification, design and delivery of service projects and plans in response to We Make Camden ambitions and service objectives
- Experience of effective use of relevant environmental health data and data management approaches and systems to improve service outcomes
- Understanding and awareness of politically sensitive issues.

#### **Work Environment:**

- The role will be based primarily in our offices at 5 Pancras Square where staff are expected to work alongside colleagues, with a significant amount of time on-site investigating complaints, carrying out programmed inspections, and attending internal and external meetings.
- The role will involve lone working in a diverse range of environments, some potentially hazardous or sensitive in nature such as high-risk commercial business environments, residents' homes, working with vulnerable citizens.
- The post holder will be expected to work independently and with minimal supervision and will need to apply sound judgement and a commitment to delivering excellence and a high-quality service to the community of Camden. However, guidance from senior officers may be required on occasion.
- The post holder will be expected to be responsible for and work with necessary technical equipment as necessary including food safety equipment
- The post holder is required to work in a busy team with competing demands and priorities, working flexibly to meet individual and service objectives.
- The post holder may be required to work at weekends, early mornings or in the evenings particularly if the working model for the team includes out of hours arrangements.

- 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:**

There are no formal management responsibilities for this role. However, the post holder will be required to supervise/direct/support less experienced colleagues, students or those on work experience, including over-seeing delivery and giving feedback.

### **Relationships**

Reports to the Food Safety Team Leader.

This post-holder will be expected to build and sustain effective partnership relationships with 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 across the Council, including Camden colleagues and team leaders in other teams
- Other local authorities, especially within London
- Government agencies including Food Standards 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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.