

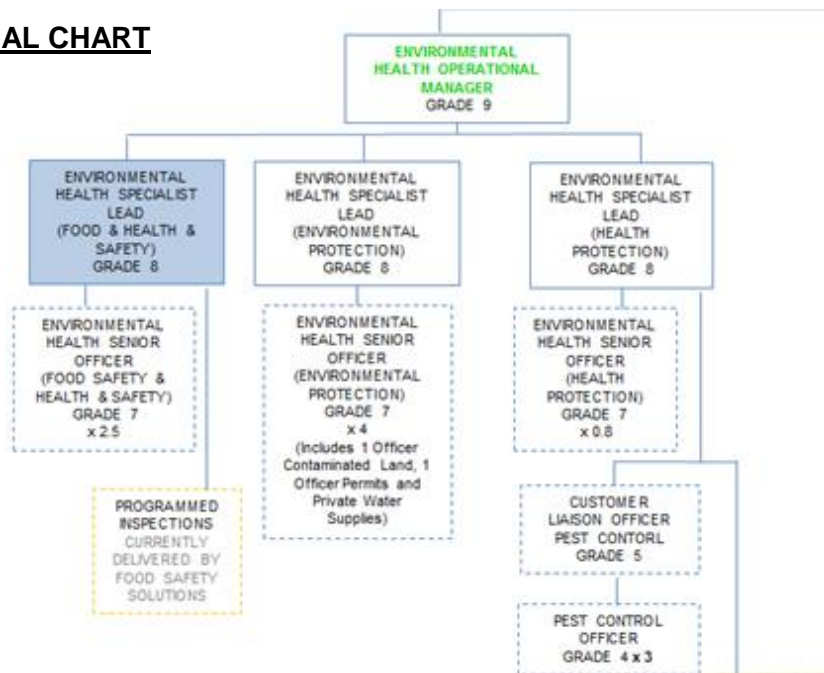
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE</b>	:	Neighbourhoods
<b>SECTION</b>	:	Public Protection
<b>LOCATION</b>	:	Number One Riverside, Smith Street, Rochdale
<b>JOB TITLE</b>	:	Environmental Health Senior Officer (Food / Health and Safety)
<b>POST NUMBER</b>	:	
<b>Grade</b>	:	Grade 7
<b>Accountable to</b>	:	Food and Health & Safety Specialist Lead Environmental Health Operational Manager Head of Public Protection Assistant Director (Place) Director of Neighbourhoods
<b>Accountable for</b>	:	None
<b>Hours of Duty</b>	:	37.00 hours. Flexible working hours and work life balance in operation in accordance with service requirements including occasional out of hours working as required.
<b>Any Special Conditions of Service</b>	:	<p>The postholder may be expected to attend occasional evening meetings which will be compensated for in accordance with local conditions of service.</p> <p>Other occasional out of hours work as required.</p> <p>Casual Car User Allowance is payable</p> <p>In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with members of the public and provide advance in accurate spoken English.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p> <p>The Authority operates a Smoke Free Policy for all its employee and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p>

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## **ORGANISATIONAL CHART**



## **PURPOSE AND OBJECTIVES OF THE JOB**

To implement Public Protection legislation within a designated area of work for which the postholder has an appropriate qualification / level of professional competence, and (where appropriate) in other areas of work undertaken by the Food and Health & Safety Team.

## **Control of Resources**

- Personnel** : None (other than to mentor and support staff placed temporarily under the post holder's control, eg trainees, temporary staff, work experience students, etc).
- Financial** : Responsible for working in accordance with the financial regulations and procedures of the Authority.
- Equipment/Materials** : Responsible for the safe, efficient and effective use of equipment and materials used by the postholder and the proper maintenance of record systems.
- Health/Safety/Welfare** : Responsible for the health, safety and welfare of self and others in accordance with Service and Council Policy Statements.
- Equality and Diversity:** To work in accordance with the authority's policy relating to the promotion of Equality and Diversity.
- Training and Development :** The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements, in accordance with the Service's Employee Development Scheme.

## **Relationships (Internal and External)**

- Internal** :
- Service Director – Neighbourhoods
  - Assistant Director (Place)
  - Head of Public Protection, Team Managers, Specialist Leads and

- all other staff within the Service and Service Group
- Senior managers, officers and staff within other Service Groups and partner organisations
- Elected Members
- Committees / working parties of the council, including Township bodies

- External** :
- Members of the public, representatives of local / community groups, voluntary organisations and the business community
  - Officers of other local authorities, joint units (eg AGMA, TSNW), government departments and other public agencies.
  - Members of Parliament

### **Responsibilities**

- The postholder must** :
1. Perform his/her duties in accordance with legislation, the council's policies and procedures including the Code of Conduct for members and officers, Service codes of practice, approved Delegation Scheme and any other policies adopted by the Service
  2. Perform his/her duties in accordance with Rochdale BC's Equality and Diversity Policy.
  3. Ensure that Rochdale BC's commitment to public service orientation and care of our customers is provided.
  4. Be able and willing to render regular and efficient service to undertake the duties of the post.

### **Principal Duties:**

1. To carry out the duties and responsibilities of an officer with a relevant qualification(s) from an Environmental Health background in the area of Food and Health and Safety, and for that purpose, to implement the council's approved policies and statutory duties in relation to all appropriate aspects of Public Protection as required.
2. In relation to the technical area of Food and Health and Safety, to:
  - undertake reactive and proactive inspections and take any necessary remedial action to ensure compliance with legislative standards;
  - investigate complaints and undertake service requests (as allocated); and
  - prepare reports on infringements of legislation (whether for prosecution or alternative method of disposal); and where necessary to appear as a witness on behalf of the council at courts of law, public inquiries, tribunals and at other outside meetings as required.
3. To maintain effective liaison with other enforcement agencies and to foster partnership working.
4. To undertake sampling activity, surveys, surveillance, research activities and project work as and when required.
5. To advise local residents and businesses on all aspects of Public Protection legislation (including on a Home Authority / Primary Authority basis, as appropriate); and including the giving of talks, presentation of displays etc, in accordance with the section's educational role; and to assist generally with the promotion of schemes affecting all aspects of Public Protection, as allocated by the section.
6. To assist senior officers in the production of reports to council committees and other bodies (including reports which provide information and statistics for submission to appropriate bodies on the work of the section)
7. To maintain all pertinent records (manual and computerised) to comply with requirements of the section, service, service group, council or government.

8. To ensure that council equipment allocated to the officer is kept in good working condition
9. To keep up to date with developments within Food and Health and Safety.
10. To positively represent the Public Protection section at council meetings, working groups, public meetings, and advisory groups (both internal and external to the council).
11. To act as a positive role model and as an effective member of a team within the Public Protection section.

### **Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

### **Secondary Duties:**

1. When required, to assist senior officers in the recruitment, selection and induction of new employees
2. To contribute to the efficient and effective use of ICT systems in connection with work of the Public Protection section
3. To deal with all correspondence and media enquiries in accordance with the agreed arrangements for timely responses.
4. To assist the Team Manager in dealing with those who have a complaint about services (both internal and external customers)
5. To deputise, as appropriate for the Specialist Lead (Food / Health and Safety).
6. To participate in the Council's Emergency Planning arrangements.
7. To participate in a Duty Officer rota, if required.
8. To participate in in-service training, both as a trainer and a trainee as required, to ensure staff of the Service are adequately trained.
9. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Director in consultation with the postholder and, if she/he wishes, with her/his trade union representative.

Job Description prepared by :	G Parkinson-Fraser (Updated to reflect Directorate changes)	Date : July 2019
Agreed by Postholder :		Date :
Supervisor :		Date :
Head of Service :		Date :

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Neighbourhoods</b>	<b>Post:</b>	<b>Environmental Health Senior Officer (Food and Health &amp; Safety)</b>
<b>Section :</b>	<b>Public Protection</b>	<b>Post Number :</b>	<b>PHPPCUMPFHS2</b>
<b>Job Ref:</b>		<b>Grade:</b>	<b>Grade 7</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>		<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special Working Conditions</b>			
1	Are you able and willing to work outside normal office hours, including attendance at evening Committees or other (public) meetings?	<b>E</b>	<b>AF / I</b>
2	Are you willing to undertake a certain amount of travelling in the course of the duties?	<b>E</b>	<b>AF / I</b>
<b>(b) Qualifications and Experience</b>			
3	Do you hold a relevant Environmental Health qualification which permits you to enforce Food and Health and Safety? These qualifications to include: <ul style="list-style-type: none"> <li>Diploma / MSc / BSc in Environmental Health, plus practical qualification to give EHORB status; or</li> <li>other relevant training qualifications and experience giving an equivalent level of skill, knowledge and expertise</li> </ul> <p>PROVIDED THAT – in relation to Food - the above qualification meets the required FSA competency under the Code of Practice which permits enforcement of Food legislation.</p>	<b>E</b>	<b>AF / I and check qualification at interview</b>
4	Tell us about your relevant post-qualification experience of working in a regulatory environment	<b>E</b>	<b>AF / I</b>
<b>(c) Skills and Knowledge</b>			
5	What knowledge of legislation and best practice relating to Food and Health and Safety do you have?	<b>E</b>	<b>AF / I</b>
6	Tell us about your flexible approach / willingness to work outside traditional professional boundaries.	<b>E</b>	<b>AF / I</b>
7	Demonstrate your ability to interpret and apply legislation across the range of duties Food and Health & Safety Team.	<b>E</b>	<b>AF / I</b>
8	Demonstrate your ability to communicate complex information effectively both in writing and verbally to a range of audiences	<b>E</b>	<b>AF / I</b>
9	Demonstrate your ability to work closely with partners and to develop positive working relations	<b>E</b>	<b>AF / I</b>

10	Describe and give examples to demonstrate your ability to show sound judgement in the making and implementation of decisions	E	AF / I
11	Please give examples of your ability to effectively organise own workload, meet targets and deadlines and work under pressure	E	AF / I
12	Demonstrate your ability to negotiate effectively and persuade others to a particular view	E	AF / I
13	Demonstrate your ability to access, interrogate and maintain electronic information systems, databases and files	E	AF / I
14	Demonstrate your ability to work as part of a team, and with minimal supervision	E	AF / I
15	Provide examples to demonstrate that you are resilient, self-motivated with a positive attitude and ability to progress matters to a conclusion.	E	AF / I
16	The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.	E	I
<b>(d) Behaviours and Values</b>			
17	<p>To approach the job at all times using the values set out in the Rochdale Way</p> <ul style="list-style-type: none"> <li>• Valuing our people</li> <li>• Focusing on customers</li> <li>• Acting with integrity</li> <li>• Using time and money wisely</li> <li>• Working together</li> <li>• Always learning and improving</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
<b>Armed Forces</b>			
18	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF/I
19	If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I