

Job Description

1. Job Title	Area Environmental Health Officer (Food and Occupational Safety)
Department	Community
Service	Safer Communities
Team	Food, Licencing and Occupational Safety
Date prepared/Revised by	June 2022
Post accountable to	Food, Licencing and Occupational Safety Manager
Post directly responsible for employees (number of workers)	Direct Supervision: 0 Indirect Supervision: 0
2. Main purpose	
Works under the general management of the Food, Licencing and Occupational Safety Manager, to provide comprehensive Food, Licencing and Occupational Safety Services to the public. Post holders graded at scale POA carry a lead responsibility for a complex specified Food, Licencing and Occupational Safety Service.	
3. Key Contacts	
Internal: At all levels across all council departments, elected members External: public, businesses, Parish Councils, external agencies, government departments etc.	
4. Main Accountabilities	
1.	Inspections, investigations & surveys
2.	Preparation of notices, reports, consultations etc.
3.	Administration including computer records & planning of work
4.	Lead Officer work
5. Standard Accountability Statements	
<p>Health and Safety You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Safety Responsibility Statement (SRS) for your post.</p> <p>Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.</p> <p>Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.</p> <p>Data Security: Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.</p> <p>Safeguarding Policy and Procedures The post holder will adhere to all the Council's Safeguarding Policy and Procedures</p>	

6. Job activities (for each accountability there should be no more than 4 or 5 activities) Main duties and responsibilities relating to accountabilities identified above	
1.0	Investigations, Inspections and Surveys etc.
1.1	Uses professional competence and training to respond to enquiries and investigate complaints of food safety, health and safety and infectious disease. Obtains, evaluates and organises information to solve problems and aid decision making on public health and safety risks in the food and occupational service area. Refers complex issues to the Food, Licencing and Occupational Safety Manager for advice and guidance.
1.2	Responsible for inspecting food and occupational safety premises in accordance with an annual programme.
1.3	Gives advice on any Food and Occupational Safety Services related issues to the public, businesses, other Council Departments, Elected Members etc.
1.4	Liaises with Public Health England etc. where a wider health response is required
2.0	Preparation of notices, reports, consultations etc.
2.1	Respond to planning consultations, site development proposals and appraise/interpret technical reports submitted by consultants, provides observations to planning services on FOS matters, specifying recommendations or planning conditions for mitigation measures/obligations in line with adopted strategies and guidance. Liaises with forward planning on relevant matters.
2.2	Provides responses to Licencing consultations and on other statutory consultation documents
2.3	Authorised to take enforcement action. Prepares and serves legal notices and supervises works in default if required. Drafts reports and prepares enforcement cases for court hearings and public enquiries. Gives evidence and acts as an expert witness.
2.4	Prepares and presents detailed reports for submission to Cabinet Members and council committees on matters relevant to the Food and Occupational Safety Service. Recommends courses of action and be able to answer questions arising from the reports.
3.0	Administration including computer records & planning of work
3.1	Prepares and maintains manual and computer records. Initiates and responds to correspondence received and initiates correspondence relating to duties carried out
3.2	Prioritises and plans own work programme.
4.0	Lead Officer Role
4.1	Takes a lead role for the provision of complex specified Food and Occupational Safety Service Areas. Deals with complex and non-routine enquiries, receives and responds to general correspondence and maintains files of contacts and a library of information relevant to the service. Prepares implements and updates standard working procedures, an annual work programme for the relevant service area that links
4.2	Represents Harrogate Borough Council on external bodies and participates on corporate working groups relating to the relevant service area.
4.3	Maintains a comprehensive understanding of and professional competence in the lead area by attending training courses/seminars as appropriate. Trains other team members, students and work experience students on technical and professional aspects of the relevant service area and advises the Senior Environmental Health Officer and Food, Licencing and Occupational Safety Manager of opportunities for improvements in the relevant service area and implements agreed changes.
4.4	Prepares an annual programme including costs for the service and potential areas for income generation; identifies new equipment requirements.
4.5	Keeps up to date with professional, technical and legislative developments within the appropriate specialist area and advises the Senior Environmental Health Officer and Environmental Protection Manager accordingly.
5.0	General
5.1	Carries out any other duty that may reasonably fall within the general nature and level of responsibility and competence of the post as required by the Food, Licencing and Occupational Safety Manager or Head of Safer Communities.
5.2	Is required to work outside normal office hours. Is required to work in accordance with and have regard to all relevant council policy.