



JOB DESCRIPTION

JOB TITLE: Food and Safety Manager

DEPARTMENT: Public Protection

REPORTING TO: Head of Public Protection

RESPONSIBLE FOR: Food and Safety

GRADE: 7

INTRODUCTION

The Food and Safety Manager supports the Head of Public Protection and provides day to day operational management and strategic support to the teams. Individuals will be expected to be able to work both at the strategic level and provide core operational management support.

All Managers will be expected to demonstrate their commitment to the values and role model the management behaviours. Managers will provide leadership to their services, ensuring they are efficiently and effectively delivered and be accountable for budgets and teams.

Individuals will be expected to take responsibility for their own continuous development, engaging in a range of activity including horizon scanning, networking, training, and updating in a variety of forms/formats.

MAIN JOB PURPOSE:

1. Supports the Head of Service in leading on the continuing development and deployment of professional and technical expertise in a specific area, whilst actively managing an operational service through Operational Delivery Team(s) (ODTs), keeping up to date with changes and innovations in their field and translate their knowledge and expertise into supporting innovative service delivery.
2. Collectively and corporately, work with their peer group, senior managers, teams, and individuals including Members and partners, to integrate and transform delivery to improve outcomes for people and places in Babergh and Mid Suffolk
3. Develops and implements service improvement plans and contributes to the development of best practice.

4. Participate in the full range of organisational activity including the development of corporate strategic priorities, the interpretation and translation into operational delivery and achievement of outcomes.
5. Ensure that the basics are conducted well, teams are appropriately supported and take pride in their core management skills.

DUTIES AND RESPONSIBILITIES:

The Manager must fulfil the following key roles and responsibilities: They will:

- a) Provide expert professional, operational and technical management advice, support and guidance to Management Team, Members, and Operational Delivery Teams (ODTs)
- b) Participate fully in change management processes to ensure that initiatives achieve the anticipated service improvements.
- c) Collaborate with communities, often through cross-cutting initiatives to prioritise the provision of support to communities through enacting the 'localism support role.'
- d) Support the Management Team and Members in developing and managing external and partnership- based relationships, ensuring that the reputation of both councils is continually enhanced.
- a) Effectively support the management of resources including budgets, staff, information, and intelligence on behalf of the Head of Service, including people management processes and authorisation of claims.
- b) Lead the teams in a mature way, allowing for flexibility where appropriate and enabling individuals to grow and develop, reducing the level of command and control; and delegating effectively.
- c) Lead a range of projects and programmes, as discussed, and defined with the Head of Service//Management Team –these may be cross-cutting and/or service specific.
- d) Participate in the development of corporate strategic priorities and determine with the Head of Service the specific operational activities needed to deliver strategic objectives and outcomes.
- e) Work in partnership as required, developing partnership relationships that benefit communities, and which maximise the benefits of joint and collaborative approaches – supporting both strategic and operational priorities.
- f) Effectively manage investigations into stage 1 complaints and contribute to complaint avoidance.
- g) Deputise for the Head of Service – Public Protection
- h) Be the lead professional for the food and safety team.
- i) Conduct the day-to-day management of the food and safety team including the arrangement of work allocation, monitoring of workloads and performance and development review.
- j) Coordinate the inspection, regulation and as appropriate enforcement of all requirements as required to fulfil the Council's statutory duties in food safety, occupational health and safety, licensing, infectious disease control and other related areas of work, and provide professional and technical advice and support for the two district councils in respect of those areas of work.
- k) Within the remit of the role, work collaboratively with internal and external partners to improve services and to strengthen relationships with the business community.

- l) Assist the incorporation into working practices of new guidance, legislation and other statutory requirements relating to relevant regulation. Contribute to the provision and monitoring of statistical information relating to these areas of responsibility, ensuring changes are reflected and accommodated.
- m) Secure compliance with legislation, including by the initiation of legal interventions including the service of notices and prosecutions as well as monitoring and ensuring the consistency of approach taken in these matters by other staff.
- n) Lead promotional and campaign work relevant to the service areas and work with all relevant bodies to support the health and wellbeing of the communities of Babergh and Mid Suffolk.
- o) To assist in developing the food and safety elements of the Public Protection service plan and budget and to help formulate the objectives of food and safety team members deriving from the service plan.
- p) Monitoring and reviewing the performance of team members in accordance with the BMSDC reward and performance management scheme.
- q) Ensuring food and safety team members achieve appropriate training and development to maintain professional competency.
- r) Providing professional guidance to food and safety team members.
- s) Advising the Head of Service – Public Protection on technical and legal issues relating to the food and safety elements of the Public Protection service.
- t) Protect and improve the public health of the communities of Babergh and Mid Suffolk through the promotion and regulation of food safety, occupational health and safety and the control of infectious diseases.
- u) Provide specialist support, advice and information to businesses and citizens in respect of the post holder's areas of expertise and responsibility.
- v) Promote the health and wellbeing of the communities of Babergh and Mid Suffolk.
- w) Use professional judgement to interpret guidance, legislation and situations and give specialist advice and support to external customers and communities on complex issues.
- x) Use delegated authority to personally initiate enforcement action e.g. statutory notices, simple cautions, and prosecutions.
- y) Assist in developing policies and/or procedures that implement external regulations.
- z) Manage performance in relation to service contracts.

6.1 Relationship Management:

Working across both district councils:

- a) Accountable to the Head of Service
- b) Senior Leadership Team in a range of cross –cutting commissioning, development, and delivery activity.
- c) Management Team
- d) Head of Service: through peer relationships facilitate collaborative and cross-cutting working.
- e) Members from both councils
- f) Partners and stakeholders.
- g) Professional and regulatory bodies
- h) Professional/ job related networks at local and regional levels
- i) Communities, directly or through teams, projects etc
- j) Interim Transformation team (specific roles only).

This post will be required to work corporately and collaboratively within its own service and across all other service areas in order to achieve the specific deliverables but will have particular key relationships with the Health and Safety Executive, Food Standards Agency,

Health Protection Agency, GP practices, business community and other public sector organisations.

Additional information

- a) Does this job require a DBS check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery, or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity.
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace and automatically disqualifying them from standing for or holding elected office.

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications and competencies required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional, and other training)</i>	
Educated to degree or diploma standard in Environmental Health and with a sound level of experience as an Environmental Health Practitioner with Environmental Health Officers Registration Board (EHORB) and/or Chartered Status.	A/I
Management qualification e.g. DMS or equivalent managerial/leadership experience	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Evidence of professional/technical expertise in Food Safety, and Health and Safety Regulation they will be managing and having directly and effectively	A/I/T/P

contributed technical and/or professional expertise to a significant initiative or project. Experience of successful partnership and/or collaborative working incorporating a range of organisations which may include the statutory, voluntary and community sectors. Experience of effective project management incorporating multiple partners Experience of managing a range of resources including IT, budgets, and funding streams Demonstrable experience of performance management in a range of settings: may be supplemented by commissioning experience/expertise.	A/I I/P A/I A/I
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Excellent and adaptive communication skills including experience of negotiating and influencing. Overt commitment to openness, inclusiveness and integrity evidenced in a range of working environments where highly effective working relationships have been built with Members, colleagues, partners, and stakeholders. Politically astute, with significant previous experience of collaborating with Elected Members in a range of local government environments. Tenacious and resourceful: can challenge with confidence understands and can work with ambiguity. Can demonstrate previous success in motivating and developing teams and individuals, including evidence of effective delegation	A/I A/I A/I I/T/P A/I
PERSON SPECIFICATION: SPECIFIC	
Knowledge and Skills Degree or diploma in Environmental Health plus considerable experience in environmental health food and safety regulation. Membership of the Chartered Institute of Environmental Health (CIEH). If not Voting membership, then the post holder must demonstrate an equivalent level of work-based learning and professional competence in food safety and health and safety regulation. Knowledge of animal welfare licensing desirable. Knowledge of caravan site licensing desirable. A postgraduate qualification in workplace health and safety or health promotion or equivalent knowledge gained through experience and, if possible, demonstrated through the RDNA. Recent and detailed knowledge of regulation and enforcement within an	A/I A/I A/I A/I

environmental health food and safety service.	
Advanced advisory and negotiation skills to ensure businesses adopt appropriate standards and improvements.	A/I
Sound knowledge and experience in the principles of criminal law and enforcement practice and knowledge across a range of environmental health functions.	A/I
Ability to act as spokesperson to the media for the food and safety team presenting a positive and professional position.	A/I
Knowledge of management principles and the ability to implement them.	A/I
Personal attributes	
Ability to operate in a field overlapping with other disciplines and involving a variety of issues including the ability to understand, assimilate and process new legislation and technical practices.	A/I/P
Ability to enforce legislation and standards in a consistent way whilst allowing for flexibility where circumstances demand.	A/I
The ability to lead and motivate a team. The ability to analyse and process highly complex scientific data. The ability to work in a variety of team situations both within environmental health and across other services.	A/I
The flexibility to take on work that is outside the direct disciplines of the food and safety service area including in cross service project teams.	A/I
Has an attitude and approach that allows for flexibility to contribute to changing corporate priorities?	A/I
Has good organisational skills and the ability to work with minimal supervision.	A/I
Has the ability to prioritise effectively and to work under pressure to meet deadlines.	A/I
Experience	
Supervision of food safety and health and safety enforcement. Development of procedures for the implementation of legislation relating to food and safety	A/I
Liaison at all levels within an organisation. Liaison with external agencies.	A/I
Managing court procedures and legal case preparation.	A/I

BEHAVIOURS	
Behaviours will be tested at interview against the Council's values (further detail below)	
Has a history in continuous personal and professional development and an ability to encourage learning and development in others.	I/TP
Can demonstrate a willingness to learn and take ownership for own continuous development.	I/TP
Has a commitment to championing the values:	I/TP
Empowering, valuing, and developing our people	I/TP
Valuing our customers	
Being open and honest	
Taking ownership	
Being ambitious	
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



Our Values

...we believe in





OUR CUSTOMERS



BEING AMBITIOUS



TAKING OWNERSHIP



BEING OPEN and HONEST



OUR PEOPLE





We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.