



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

## Job Description

---

### Main Purpose of Job:

To protect public health by delivering a range of services for which the Council is responsible in relation to food safety, food hygiene, export health certification and attestations, food business registrations and approvals, food poisoning investigations, occupational health and safety, skin piercing registration, work related infectious disease control health and safety and all port health functions for Lowestoft port, at a level appropriate to the post holder's qualifications, experience and competence.

To assist in developing a culture of continuous improvement and performance, ensuring the Council's values and behaviours are embedded in delivering a customer focused service.

---

### Our Values

You will be expected to work in line with our values which are:

**Proud** - Believing in who we are, what we do and where we live

**Dynamic** - Transforming the future with you in mind

**Truthful** - Honest and clear in all we do

**Good Value** - Delivering outstanding services, smartly & economically

**United** - Whoever we work with, we work as one team

---



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

### **Key Responsibilities:**

*This is a career graded post. Postholders will undertake the responsibilities of the role at a level appropriate to their qualifications, experience and competence, having regard to the Food Law Code of Practice (England) and Food Law Practice Guidance (England), FSA Competency Framework and as specified in the Food and Safety team career progression framework.*

### **Corporate responsibilities**

1. To participate in major corporate projects either in an Environmental Health or other capacity.
2. To work closely with internal partners and other organisations to develop partnership working in support of joint corporate initiatives.
3. To deliver continuous improvement in processes and practices within the Food Safety Team and across the wider organisation to support the rapidly changing environment in which we work.
4. To achieve Council and service objectives by using delegated legislation (for which officers are authorised) to react to, and control risks to health and safety.

### **Main Responsibilities**

5. Use a range of legislation, to initiate enforcement action, such as enforcement notices or prosecutions, in relation to food safety, occupational health and safety, infectious disease, port health with high impact on health and safety.
6. To gain improvements in food safety, occupational health, safety and welfare other environmental health functions for which East Suffolk Council is the enforcing authority by:
  - Maintaining an awareness of the impact of a failure to carry out responsibilities adequately which could lead to food poisoning, infection by a contagious disease (e.g., Covid-19), work related diseases (e.g. Legionnaires Disease, E. coli 0157), accident (e.g. life changing injury) or death.
  - Carrying out food safety, occupational health and safety and other interventions, in order to secure compliance with legislative requirements as they relate to businesses and others.



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

- Registration and approval of food businesses and skin piercing activities.
  - Keeping an up-to-date knowledge and understanding of all relevant UK and retained European legislation, Codes of Practice, FSA and HSE guidance, and other relevant standards
  - Taking appropriate enforcement action and use powers of entry, where competent and authorised to do so, including seizure of food equipment, the drafting and service of statutory notices and prosecution
7. To represent the council at any groups, national or regional, for which the officer has technical specialist officer responsibility.
  8. To assist local businesses in relation to export health certificates and attestation certificates to enable them to export products.
  9. To ensure appropriate and consistent standards of enforcement through regular contact with organisations such as CEFAS, Defra, Department for Business, Energy and Industrial Strategy, Food Standards Agency, Health & Safety Executive, CQC, Police, Coroner, Animal and Plant Health Agency, UK Health Security Agency, Public Analysts, Trading Standards, other local authorities, multinational companies, local businesses, trade organisations and members of the public.
  10. Responsible for regular communication and consultation with staff from other service areas; including provision of advice on food safety and occupational health and safety related matters and recommend appropriate conditions, such as to the Licensing, Planning, and Building Control teams.
  11. Responsible for negotiating at all levels to secure compliance with legislative requirements as they relate to businesses, members of the public and customers receiving a service; taking enforcement action when necessary, including, if authorised to do so, prosecution, closure notices on mollusc harvesting areas, imported food control notices, Remedial Action Notices, Hygiene Emergency Prohibition Notices, Hygiene Improvement Notices, seizure, detention and voluntary surrender of food, Fixed Penalty Notices, Prohibition or Improvement Notices, seizure of equipment etc.
  12. To support the objectives of the Suffolk Health and Wellbeing Board and any associated activities that will impact on the future health and wellbeing of stakeholders.
  13. To provide support to trainees, apprentices, students and others assigned to the post holder for training or coaching purposes, including assessing and reporting on the performance and development needs.



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

14. To respond on behalf of the Council at Incident Management Meetings during outbreaks or other public health event in order to reduce potential for serious illness or fatalities.
15. To advise members and other senior officers of the Council by attending Committees, corporate working parties and other ad hoc meetings as and when required in order to add technical expertise to aid decision making when safeguarding public health.
16. To attend Safety Advisory Group meetings and advise on food safety and occupational health and safety matters.
17. To investigate
  - complaints in relation to poor hygiene, contaminated or unfit food
  - complaints from employees or the public about workplace conditions
  - investigate accidents, ill health and dangerous occurrences
18. To take appropriate action where competent and authorised to do so in accordance with the Council's Compliance and Enforcement Policy.
19. To investigate and ensure action is taken to control food poisoning and other infectious disease notifications and complaints, and where necessary, use authorised powers under health protection legislation.
20. To investigate cases, conduct interviews, gather and manage evidence, compile prosecution files and give evidence in legal proceedings.
21. To apply for warrants.
22. To undertake water, food and environmental sampling.
23. To participate in the delivery of training courses, seminars, local initiatives and partnership working.
24. To implement regimes for the re-charging of appropriate services.
25. To work in partnership with other local authorities (county, district and borough) to provide mutual aid.



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

26. To assess own competence against national and corporate frameworks e.g., the Food Law Code of Practice, Practice Guidance, FSA Competency Framework, HSE s18 guidance and implement agreed personal development plans.
27. To ensure performance and corporate customer service standards are achieved, through effective planning and prioritising of both reactive and programmed workload.
28. To assist the Lead Food and Safety Officer(s), Food and Safety Manager and other officers in the development and implementation of service area strategies to support the Council's objectives, ensuring the incorporation of new guidance, legislation, and statutory requirements.
29. To handle and process data in respect of service requests including health and safety investigations and interventions, infectious disease notifications and to compile intervention reports, skin piercing registration certificates, export health certificates, premises endorsements, and file notes. Use tablets, laptops, mobile phones, cameras and thermometers etc. on site on a regular basis.
30. To maintain accurate up to date records and information relating to interventions, service requests and other tasks on the Council's software systems.
31. To respond to service requests for information in accordance with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 including understanding how to balance rights with public interest and confidentiality.

**Additional Responsibilities at Band 8:**

32. To inspect higher risk (A and B) and approved premises.
33. To take the lead in regulating and enforcing complex cases by using a full range of enforcement, communication and persuasion tools to resolve non-compliances. This may include working with partners and agencies, formal seizures, prohibition notices, formal closure, service of statutory notices and other legal procedures. Examples include large scale food poisoning outbreaks and accident investigations where a range of partners are required to be co-ordinated to resolve issues.
34. To act as a resource of experience, knowledge and demonstrate expert level functional and technical competencies in one or more specialist areas within food and safety.



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

**Additional Responsibilities at Band 9:**

- 35. To undertake the technical role of East Suffolk Council’s appointed Lead Food and Safety Officer as specified in the Food Law Code of Practice (England) and Food Law Practice Guidance (England).
- 36. Be responsible for the operational management of all food law matters and undertaking specific tasks, for example: developing, implementing, monitoring, and reviewing documented policies, procedures, and plans; management of the response to an incident and alert; collating and reporting LAEMS and other data.
- 37. To provide technical specialist officer support and advice to colleagues delivering food and safety services to ensure they meet legislative requirements and are in line with national policy, the Food Law Code of Practice, Practice Guidance, FSA Competency Framework, general guidance and best practice.
- 38. To advise colleagues, Food Safety Manager and Head of Service on policy formulation to maintain or adapt relevant procedures and to provide training and advice to colleagues to meet the demands on the service.
- 39. The competencies required for Lead Food and Safety Officer as detailed in the FSA Competency Framework must be met and maintained.

**Other Responsibilities (all postholders):**

- 40. Carry out duties as directed to assist the Council in responding to a Civil Contingency Act emergency or business continuity event including participation in training and emergency exercises.
- 41. To assist in developing a culture of continuous improvement and performance, ensuring that the services values and behaviours are embedded in delivering a customer focussed service.
- 42. To provide assistance to other managers, or teams within the Council in the field of Food Safety and occupational health and safety commensurate with the qualifications and experience of the post-holder.
- 43. To undertake any other duty, as directed, and commensurate with the qualifications and experience of the postholder and the grading of the post including temporary secondment



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

to other sections within the Environmental Services and Port Health service area and participation in the Council's out of hours services.

44. To promote and adhere to the workplace values of our organisation.
45. Travel to locations within the East Suffolk Council district and further afield as and when required.

**Line Manager:** Food Safety Manager

**Responsible for:** Band 7 – n/a  
 Band 8 - Supervision and support of Regulatory Support Officers, trainees and apprentices as required.  
 Band 9 – Line manage staff and manage and supervise contractors and consultants undertaking work on behalf of the Council within the Officer's area of specialism

**Political Restriction:**

This post is politically restricted under the Local Government and Housing Act 1989 and postholders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

**Note:** This is a description of the job as it is constituted at (April 2023) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council's aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

### **Career Progression Framework – Food and Safety team**

This career grade applies to all officers appointed within the terms of this job description and career grade framework. Individuals may be appointed within the range **scp28 – scp 42** depending on qualifications, experience and competency, and subject to service needs. The framework below sets out the progression criteria (the specific qualifications, experience and competencies) required at each salary band.

Annual incremental progression will take place each April through the current salary band until reaching the top of current salary band, subject to the minimum levels of competence being achieved as set out in this framework.

Progression within the salary band may be accelerated or halted dependent upon the achievement of the identified levels of competence, set out within this framework and as specified by the individual’s line manager.

Further progression to the next salary band will be dependent on performance and the achievement of the appropriate progression criteria and will be at the discretion of Head of Service taking into account all performance factors, service needs at that time and an appropriate vacancy existing in the establishment.

An individual’s experience and achievement will be assessed as part of the My Conversation process in terms of reviewing progress made in the previous year and setting targets for the following year. If performance is not considered to be satisfactory, the Food and Safety Manager may withhold progression within the current salary band.





<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<b>Food and Safety Officer - Entry level</b>	<b>Food and Safety Officer– Experienced</b>	<b>Lead Food and Safety Officer</b>
Main Accountabilities	<ul style="list-style-type: none"> <li>Carries out food hygiene interventions at Category C, D and E rated food premises</li> <li>Undertake Health and Safety interventions according to the priorities detailed in the HSE’s National Code</li> <li>Enforces food and health and safety law according to competence</li> <li>Uses relevant Approved Codes of Practice, HSE guidance, Industry Guides and Food Industry Guides to Good Hygiene Practice when assessing compliance and giving advice.</li> </ul>	<ul style="list-style-type: none"> <li>Carry out food hygiene interventions at Category A, B and approved food establishments and to undertake assessment of compliance with food law and health and safety law and enforcement action as appropriate for all risk categories</li> <li>Where appropriate, prepares statutory notices without supervision.</li> <li>Undertakes inspection of food to determine fitness.</li> <li>Seizes and detains food (including voluntary surrender).</li> <li>Undertakes import control functions for fishery products</li> </ul>	<ul style="list-style-type: none"> <li>Is appointed as one of East Suffolk Council’s Lead Food and Safety Officers as specified in the Food Law Code of Practice (England) and Food Law Practice Guidance (England).</li> <li>Responsible for the operational management of all food law matters and undertaking specific tasks, for example: developing, implementing, monitoring, and reviewing documented policies, procedures, and plans; management of the response to an incident and alert; collating and reporting LAEMS and other data.</li> <li>Has the responsibility and leads in the development of legal and</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<ul style="list-style-type: none"> <li>Follows policies and procedures and keeps up to date with legislative or regulatory changes.</li> <li>Investigates complaints across the full range of food safety matters in food premises in Categories C, D and E.</li> <li>Investigation of accidents and dangerous occurrences and complaints from employees or the public about workplace conditions.</li> <li>Provides health and safety guidance on industry standards.</li> <li>Under supervision of a more senior officer in line with the council's enforcement policy takes a considered and</li> </ul>	<ul style="list-style-type: none"> <li>Serves imported food control notices</li> <li>Serves Remedial Action Notices.</li> <li>Serves Hygiene Emergency Prohibition Notices.</li> <li>Signs fish export certificates.</li> <li>Serves health and safety prohibition and improvement notices</li> <li>Under supervision of a more senior officer in line with the council's enforcement policy prepare prosecution files, attend court proceedings and deliver evidence in the event of statutory action for non-compliance.</li> <li>Works with other agencies to ensure enforcement is carried out in accordance with requirements.</li> <li>Assists in the development of policies and procedures to ensure</li> </ul>	<p>technical policies and procedures as a subject matter expert in relation to current and emerging legislation.</p> <ul style="list-style-type: none"> <li>Accompanying colleagues on inspections and audits and provides Lead Food and Safety Officer advice on legal and technical aspects.</li> <li>Regular internal monitoring and reporting to the Food Safety Manager on all food safety work against the Food Law Code of Practice and relevant centrally issued guidance, including export certification.</li> <li>Leading on the legal and technical requirements of the Food Law Code of Practice Competency Framework in respect of the Lead Food and Safety Officer role.</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<p>graduated approach to enforcement, ensuring that any enforcement action taken, or sanction imposed is reasonable, proportionate and in accordance with the Council's Compliance and Enforcement Policy.</p> <ul style="list-style-type: none"> <li>• Supports preparation of prosecution files.</li> <li>• Negotiates with external agencies, organisations, businesses and individuals to ensure that legislative requirements are met.</li> <li>• Able to undertake tasks independently.</li> <li>• Understands sampling methodologies and can gather</li> </ul>	<p>these keep up to date with legislative or regulatory changes.</p> <ul style="list-style-type: none"> <li>• Independently takes a considered and graduated approach to enforcement, ensuring that any enforcement action taken, or sanction imposed is reasonable, proportionate and in accordance with the Council's Compliance and Enforcement Policy.</li> <li>• Undertakes negotiations with external agencies, organisations, businesses and individuals to ensure that legislative requirements and enforcement notices are complied with.</li> <li>• Provides supervision, assistance and guidance to colleagues on technical and legal matters to support their development needs</li> </ul>	<ul style="list-style-type: none"> <li>• Providing guidance on lead food and safety officer issues to other authorised officers enable officers to assess, achieve and maintain competency.</li> <li>• Provides assistance and guidance up to a high level to colleagues on technical and legal matters to support their development needs and to ensure that legislative and food safety requirements are met.</li> <li>• Represents the Council and responds to consultations from Government departments and professional bodies on proposed policy and legislative changes.</li> <li>• Represents the Food Safety Team and presents the team's position on complex, contentious or technically challenging matters at</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<p>samples according to PHE and FSA protocol</p> <ul style="list-style-type: none"> <li>• Can demonstrate an understanding of how to identify food and health and safety hazards and gather accurate information. Can identify when appropriately higher band officers need to intervene.</li> </ul>	<p>and to ensure that legislative and food safety and occupational health and safety requirements are met.</p> <ul style="list-style-type: none"> <li>• Represents the Food &amp; Safety Team and presents the team’s position at meetings with businesses, stakeholders, other agencies, councils and partners.</li> </ul>	<p>Court, Judicial Reviews, Licensing hearings, and planning committees, appeals, public enquiries and examinations.</p> <ul style="list-style-type: none"> <li>• Represents Council interests and influences emerging legislation, policy, strategy and guidance through Government departments e.g. FSA and professional bodies e.g. CIEH.</li> <li>• Reports performance and management data to external bodies such as the FSA, Defra, and the CIEH.</li> <li>• Participate in inter-authority audit and peer review.</li> <li>• Deputises for the Food and Safety Manager.</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
			<ul style="list-style-type: none"> <li>• Line management of and supervision of other less experienced team members</li> <li>• Lead and manage projects including prosecutions, often managing multiple projects at any one time.</li> <li>• Assists the Food Safety Manager with the development of strategies, policies, business processes and procedures in relation to current and emerging legislation.</li> <li>• Liaison with external agencies, Government departments and professional organisations to ensure legislative compliance and consistency.</li> <li>• Identifies opportunities to generate income, recover costs and improve efficiency.</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
Qualifications, Knowledge and Experience required	<p>A suitable FLoP qualification, at Level 5 or above (including but not limited to Higher Certificate in Food Control, Higher Certificate in Premises Inspection, or a degree in Environmental Health related subject)</p> <p><b>AND ALSO:</b></p> <ul style="list-style-type: none"> <li>Specialist knowledge with an understanding of food safety standards across a broad range of food safety matters, ideally with 3 years' experience within a food safety field.</li> <li>Maintenance of professional CPD requirements.</li> <li>Regulatory experience.</li> </ul>	<p>As for Band 7 plus:</p> <ul style="list-style-type: none"> <li>3 years' post qualification experience in food safety field with demonstrable level of technical knowledge in the following areas: <ul style="list-style-type: none"> <li>food</li> <li>export certification and attestations</li> <li>food related infectious disease</li> <li>health promotion</li> <li>training.</li> <li>enforcing statutory requirements and being legally responsible for the final decision, and able to demonstrate achievements working at this level</li> </ul> </li> </ul>	<p>As for Band 8, plus:</p> <ul style="list-style-type: none"> <li>Technically competent at the highest level. Demonstrates the Lead Officer competencies in relation to the technical aspects of the job (as opposed to managerial). To act as the service area 'expert' in food safety and official controls.</li> <li>Significant and extensive post qualification experience in food safety field.</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<ul style="list-style-type: none"> <li>Awareness of PACE codes of practice.</li> <li>Associate Membership of a relevant professional body e.g. CIEH, REHIS, IOSH.</li> </ul> <p><b>Desirable:</b> Level 3 suitable qualification eg NEBOSH certificate</p>	<ul style="list-style-type: none"> <li>Demonstrable level of specialist knowledge and understanding of occupational health and safety legislation</li> <li>Full membership of relevant professional body e.g. CIEH, REHIS, IOSH.</li> </ul> <p><b>Desirable:</b> Knowledge of port health</p>	
	<p><b>Technical Knowledge/Competence:</b></p> <ul style="list-style-type: none"> <li>Competencies held as per the Food Law Code of Practice.</li> <li>Competent to undertake informal and formal samples.</li> <li>Authorised to undertake food hygiene and health and safety interventions and to advise on relevant legislation.</li> </ul>	<p><b>Technical Knowledge/Competence:</b> Competent to:</p> <ul style="list-style-type: none"> <li>Undertake inspection of food to determine fitness.</li> <li>Seize and detain food (including voluntary surrender)</li> <li>Undertake import control functions for fishery products</li> <li>Serve imported food control notices</li> </ul>	<p><b>Technical Knowledge/Competence:</b></p> <ul style="list-style-type: none"> <li>Extensive technical knowledge and understanding of the Food Safety legislative framework.</li> <li>Substantial experience and significant comprehensive knowledge, understanding and technical competence working within an enforcement role and in a varied and demanding</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<ul style="list-style-type: none"> <li>• Competencies held as per the National Local Authority Enforcement Code.</li> <li>• Broad range of experience in all areas of food safety, including food poisoning investigation and food hygiene complaint investigation.</li> <li>• Comprehensive knowledge of relevant UK food safety and occupational health and safety legislation.</li> <li>• Awareness and understanding of health and safety legislation and standards across a broad range of health and safety matters.</li> <li>• Maintenance of professional CPD requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Serve Remedial Action Notices.</li> <li>• Serve Hygiene Emergency Prohibition Notices.</li> <li>• Sign fish export certificates.</li> <li>• Comprehensive knowledge of relevant Health &amp; Safety legislation and regulations</li> <li>• Able to propose appropriate solutions to complex problems.</li> <li>• Think creatively to resolve complex situations in a way which is pragmatic and legal.</li> <li>• Able to provide advice, support and coach Technical and/or trainee EH staff.</li> <li>• Promoting and improving the service, including identifying improvements, reviewing work procedures, reviewing legislation.</li> </ul>	<p>environment within a Food and Safety Team</p> <ul style="list-style-type: none"> <li>• Understanding of IT systems and emerging technologies</li> <li>• Competent to undertake varied, complex and technically challenging cases</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in major incident investigation.</li> <li>• Experience in leading on a prosecution.</li> <li>• Significant experience of presenting cases and providing expert advocacy and evidence at the highest level including at Judicial Reviews, criminal and civil courts, planning appeals and examinations and licensing hearings.</li> </ul>





<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<ul style="list-style-type: none"> <li>• Comprehensive knowledge and understanding of Food &amp; Safety Team services and procedures.</li> <li>• Knowledge of the UK Multi-Annual National Control Plan, and the legislation, standards, authorities and organisations set out in the plan.</li> <li>• Comprehensive understanding and working knowledge of the following non exhaustive list:               <ul style="list-style-type: none"> <li>• National Local Authority Enforcement Code</li> <li>• Food Law Code of Practice and Practice Guidance</li> <li>• Regulators’ Code</li> <li>• Primary Authority Partnerships</li> <li>• PACE 1984</li> <li>• CPIA 1996</li> </ul> </li> </ul>		



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<ul style="list-style-type: none"> <li>• RIPA 2000</li> <li>• Human Rights Act 1998</li> <li>• Health and Safety at Work etc Act 1974</li> <li>• General Data Protection Regulation 2016</li> <li>• FOI 2000</li> <li>• EIR 2004</li> <li>• equality, diversity and inclusion</li> <li>• safeguarding</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Industry food hygiene, catering, HACCP related qualifications.</li> <li>• Any other relevant food or health and safety postgraduate training.</li> </ul>		



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
<b>Skills and Abilities:</b>			
Analysing and solving problems	<ul style="list-style-type: none"> <li>• Uses analytical and judgemental skills to interpret complex situations, information, or data sets.</li> <li>• Solves difficult problems.</li> <li>• Develops plans over the medium term.</li> </ul>	<ul style="list-style-type: none"> <li>• Uses advanced analytical and judgemental skills to interpret complex data.</li> <li>• Solves difficult and complex problems.</li> <li>• Able to propose appropriate solutions to complex problems.</li> <li>• Thinking creatively to resolve complex situations in a way which is pragmatic and legal.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops strategies and plans over the long term.</li> <li>• Identifies and evaluates technical food safety compliance risks across the Food Safety team.</li> <li>• Finds innovative and novel solutions to solve complex and difficult problems.</li> </ul>
Communicating with others	<ul style="list-style-type: none"> <li>• Ability to communicate effectively at all levels, both verbally and in writing, with a range of audiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Confident public speaker and presenter.</li> <li>• Negotiation skills and an ability to persuade and influence others.</li> <li>• Coaching skills</li> </ul>	<ul style="list-style-type: none"> <li>• Able to represent the Council at any groups, national or regional, for which the officer has Lead Food and Safety Officer responsibility.</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<ul style="list-style-type: none"> <li>Gathers, processes and shares information and intelligence with appropriate partner agencies in accordance with DPA and GDPR.</li> <li>Remains calm and professional when faced with challenging behaviour encountered when undertaking enforcement activities.</li> <li>Mentoring, on the job training, guidance, and support to less qualified or experienced colleagues</li> </ul>		<ul style="list-style-type: none"> <li>Highly developed negotiation skills and an ability to persuade and influence others.</li> <li>Strong relationship building skills supported by excellent persuasion, negotiating and communication skills. Skilled in the ability to influence, inspire and lead internal and external stakeholders.</li> <li>Excellent written and oral communication skills cable of presenting clear and concise technical reports on complex matters at the highest level, including at civil and criminal courts, and Judicial Reviews.</li> </ul>
Initiative & Independence	<ul style="list-style-type: none"> <li>Works proactively within recognised guidelines</li> <li>Uses initiative and decision-making skills when required</li> </ul>	<ul style="list-style-type: none"> <li>Progresses a series of activities within recognised guidelines</li> <li>Frequent independent use of initiative and decision making.</li> </ul>	<ul style="list-style-type: none"> <li>To be able to develop and implement innovative solutions to complex and unusual situations which would gain long term</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<ul style="list-style-type: none"> <li>Carries out independent interventions, inspections, surveillance, monitoring and enforcement visits across the district to proactively identify and, where possible, resolve food and safety issues.</li> <li>Refers resource or policy issues to Lead Food and Safety Officer or F&amp;S Manager for advice.</li> <li>Able to organise and prioritise own workload.</li> <li>Proactively assess evidence of safeguarding, modern slavery, mental health and other welfare issues and make relevant referrals to partner agencies including social services and the police.</li> </ul>	<ul style="list-style-type: none"> <li>Discretion and authority to serve statutory notices.</li> <li>Using discretion to execute appropriate statutory investigative powers including surveillance, powers of entry, powers to require information and powers to seize, detain and sample .</li> <li>Promoting and improving the service, including identifying improvements, reviewing work procedures, reviewing legislation.</li> <li>Able to organise and prioritise a challenging and complex workload.</li> <li>Carries out criminal and other investigations with minimal supervision.</li> </ul>	<p>improvements in food and safety and other environmental health functions for which East Suffolk Council has responsibility.</p> <ul style="list-style-type: none"> <li>Using discretion and initiative, with an innovative approach to service delivery and a focus on continuous service improvements</li> <li>Carries out complex criminal and other investigations without supervision.</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<ul style="list-style-type: none"> <li>Under supervision prepare and make in person applications to Magistrates courts eg warrants to enter etc.</li> <li>Supports criminal and other investigations under supervision.</li> </ul>		
Mental and Emotional Demands	<ul style="list-style-type: none"> <li>Ability to focus on technical matters requiring periods of enhanced mental attention.</li> <li>Able to work under pressure to meet deadlines in the face of interruptions or conflicting demands.</li> <li>Able to deal with stress arising from challenging interactions, ensuring risk to health is protected and taking into account the Council's Compliance and Enforcement Policy, Food Law Code of Practice and the Regulators' Code.</li> <li>Ability to apply high levels of concentration, analytical thought and cognitive ability even when working under stressful conditions.</li> </ul>		<ul style="list-style-type: none"> <li>Ability to focus on technical documents including complex international and UK law, guidance and standards, identifying and resolving complicated technical issues.</li> </ul>
Impact on People	<ul style="list-style-type: none"> <li>Enforcing food safety and occupational health and safety laws involves considerable and extensive direct and indirect impacts on the safety of</li> </ul>		<ul style="list-style-type: none"> <li>Ability to apply technical skills to major projects with considerable and extensive direct and indirect</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

Grade	Band 7	Band 8 Additional requirements	Band 9 Additional requirements
	<p>people within East Suffolk district and beyond due to extensive nature food distribution networks.</p> <ul style="list-style-type: none"> <li>• Able routinely to undertake enforcement activities whilst having regard for the need for fairness, reasonableness, proportionality, and necessity and in accordance with legislative requirements, including human rights.</li> </ul>		<p>long term and permanent impacts on the safety of people within East Suffolk district and beyond.</p>
Managing and Supervising others	<ul style="list-style-type: none"> <li>• Supports other team members in carrying out their duties.</li> <li>• Mentoring, on the job training, guidance, and support to less experienced colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversees and supervises the work of others when undertaking work in specific areas.</li> <li>• Coaches and trains less experienced staff and contractors.</li> <li>• Assists the Food Safety Manager with recruitment to posts at or below the officer's level, including reviewing applications, interviewing, candidate scoring and selection.</li> </ul>	<ul style="list-style-type: none"> <li>• Line management of RSO(s) and other less experienced team members.</li> <li>• Design and delivery of technical training to a broad audience including team colleagues.</li> <li>• Task and allocate work to internal and external colleagues undertaking work within the Officer's area of specialism.</li> <li>• Manage and supervise contractors and consultants undertaking work on behalf of the Council within the Officer's area of specialism.</li> </ul>



<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

<b>Grade</b>	<b>Band 7</b>	<b>Band 8 Additional requirements</b>	<b>Band 9 Additional requirements</b>
Managing budgets	<ul style="list-style-type: none"> <li>No requirement for budget management</li> </ul>		<ul style="list-style-type: none"> <li>Assist the Food Safety Manager in managing budgets within the area of technical specialism, including the procurement of goods, services and contractors.</li> </ul>
Managing Physical Resources	<ul style="list-style-type: none"> <li>Able to deal with personal, sensitive and confidential information in an appropriate manner.</li> <li>Proficient in the use, care and maintenance of equipment.</li> <li>Occasional seizure and detention of food that can be high value, highly perishable or both, may seize and detain records. Collect and preserve evidence.</li> </ul>		
Working & Environmental Conditions	<ul style="list-style-type: none"> <li>Able to recognise and react appropriately to potential hazards in unfamiliar working environments such as but not limited to cellars, fishing vessels and warehouses.</li> <li>Remains calm and professional when faced with challenging behaviour encountered when undertaking enforcement activities.</li> </ul>		

<b>Values</b>	An essential requirement of this role is to work in accordance with East Suffolk Council values. Progression within the career grade is subject to actively displaying and developing the required behaviours appropriate to an individual's grade.
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Sensory abilities e.g. ability to assess visual, audible or olfactory evidence.</li> <li>Ability to be mobile across the East Suffolk district and further afield as required.</li> </ul>





<b>Job Title:</b>	<b>Food and Safety Officer/Lead Food and Safety Officer</b>
<b>Service Area:</b>	<b>Environmental Services and Port Health</b>
<b>Team:</b>	<b>Food and Safety</b>
<b>Salary:</b>	<b>Band 7-9 career grade</b>

	<ul style="list-style-type: none"><li>• A commitment to own development and to supporting training and development initiatives.</li><li>• Awareness of commercial confidentiality.</li><li>• Ability to maintain the highest level of integrity at all times</li></ul>
--	--

#### **FLCoP Suitable qualifications**

The 'suitable qualification' requirement is as determined by the Food Law Code of Practice, Practice Guidance and Competency Framework, as issued by the Food Standards Agency.