

## JOB DESCRIPTION



<b>POST TITLE:</b>	<b>Regulatory Officer (Food, Safety and Licensing)</b>
<b>POST NUMBER:</b>	<b>ES28</b>
<b>GRADE:</b>	<b>F</b>
<b>RESPONSIBLE TO:</b>	<b>TEAM LEADER (COMMERCIAL TEAM)</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>
<b>LIAISON WITH:</b>	Mid Devon District Council employees, other Councils, business operators, licence-holders/applicants and members of the public.

### KEY CORPORATE ACCOUNTABILITIES:

To provide technical support for the delivery of the statutory Food Safety and Health and Safety functions as well as Licensing functions of the Council through the inspection, assessment, investigation, monitoring and resolution of issues that are the responsibility of the Service.

The key duties are to provide advice and ensure compliance with food and health and safety legislation relating to lower risk establishments. To protect the public from food safety risks posed by poor performing businesses within the District.

### Key Service Accountabilities:

1. To work as a Regulatory Officer and provide a technical role in the Commercial Team by undertaking food hygiene interventions within lower risk businesses and premises across the District. This will involve delivering a work plan across the year to ensure the service delivers all interventions in line with the statutory Code of Practice.
2. To carry out surveillance of the District to identify businesses that are not currently registered, or where changes have taken place that may impact on the risks associated with a business.
3. To identify non-compliance with statutory duties within low risk businesses and identify the appropriate course of action to resolve, either through the provision of advice and guidance or escalation to authorised officers where potential breaches of legislation require written warning or other formal action.
4. To support the authorised officer deliver their official controls and other interventions within a wide range of businesses, including non-compliant businesses.
5. To undertake informal food sampling under the direction and supervision of Specialist Officer and/or Lead Officer.
6. To deliver food safety training, education and coaching campaigns to support businesses within the District understand their legal responsibilities and controls of food safety risks. This may include one to one sessions within business premises, or classroom based sessions. This will involve delivering a work plan across the year to ensure the service delivers all interventions in line with the statutory Code of Practice.

7. To carry out targeted re-visits to check compliance against issues identified by authorised officers at previous inspections.
8. To support the Commercial team discharge their statutory function of infectious disease control, under the supervision of Team Leader or Lead Officer, undertake interviews of individual cases of infectious disease and support outbreak investigations when required.
9. Provide a technical role by undertaking health and safety and licensing interventions within lower risk businesses and premises across the District as and when required and in line with statutory Codes of Practice.
10. Where necessary, support the delivery of targeted interventions within a wide range of licensed premises. Undertake compliance checks within licensed premises against legislation and relevant licence conditions.
11. To work alongside the System Administrator to deliver data management and ensure the Uniform database is up to date and accurate.
12. Undertake complaint investigations relating to food safety and health and safety matters as directed.
13. To support the implementation and delivery of service objectives and work priorities to ensure that targets and performance indicators are met.
14. Provide advice to businesses on all areas covered by the Public Health service.
15. Support enforcement action following inspections, investigations and monitoring including preparing correspondence and undertaking revisits to ensure compliance.
16. Ensure that work is carried out in an efficient and effective manner which meets the requirements of national standards, guidelines and strategies. All work to be carried out in accordance with the service standards and quality criteria set by the service.
17. Keep abreast of legislative changes, case law and best-practice to ensure statutory functions are carried out competently.
18. Record interventions and information gathered in accordance with service standards and within the Uniform database and digital document management systems.
19. To maintain written records, premises data and other information relating to the work of the team.
20. To undertake training, professional development and other related activities as required to develop professional competence.
21. Liaise with local businesses, members of the public and the community as appropriate.
22. Work outside the normal hours of work as and when required for the proper execution of the Council's duties.

#### **OTHER DUTIES:**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may

be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

#### **HEALTH AND SAFETY:**

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

#### **RISK MANAGEMENT:**

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

#### **DATA PROTECTION:**

It is the responsibility of the post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

#### **SINGLE EQUALITY SCHEME:**

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the scheme.

#### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:**

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

**Date: May 2024**

## MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

**The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter**

## PERSON SPECIFICATION

### Regulatory Officer (Food, Safety and Licensing)

CATEGORIES	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths (grade C or above)</li> <li>A relevant food safety or health and safety qualification to level 3 or working towards a relevant qualification; work experience in a relevant field or experience of working in a public health/environmental health service environment</li> <li>Willingness to undertake relevant training and qualifications.</li> <li>Other Local Authority or private sector experience relevant to the role</li> <li>Experience of delivering training and /or coaching</li> </ul>	<ul style="list-style-type: none"> <li>Regulatory Compliance Officer (Level 4)</li> <li>Experience conducting complaint investigation and sampling</li> </ul>
<b>Knowledge and Expertise:</b>	<ul style="list-style-type: none"> <li>Knowledge of food hygiene and health and safety legislation</li> <li>Knowledge of data protection legislation</li> <li>IT literacy</li> </ul>	<ul style="list-style-type: none"> <li>Uniform or equivalent software</li> <li>Working knowledge and experience in the area of food safety or health and safety</li> <li>Evidence of relevant Continuing Professional Development</li> <li>Knowledge of infection control principles</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> <li>Accurate with attention to detail</li> <li>Good inter-personal, communication and negotiation skills</li> <li>Ability to work as part of a team and meet work programmes and targets</li> <li>Competent in Microsoft applications (Word, Outlook, Excel etc.)</li> <li>Good data/technical analysis and interpretation skills</li> </ul>	<ul style="list-style-type: none"> <li>Investigative skills</li> <li>Report writing skills</li> </ul>

CATEGORIES	ESSENTIAL	DESIRABLE
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Capable of working on own initiative and as part of a team</li> <li>• Ability to deal with a range of stakeholders including the public, external organisations and business operators</li> <li>• Capable of working to achieve deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Motivated and committed to learning and developing</li> <li>• Ability to manage conflict and challenging situations in the working environment</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Full driving licence and access to vehicle during core hours</li> <li>• Occasional out-of-hours/weekend working</li> </ul>	

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