

Job description

Environmental Health Officer / Food and Safety Officer

Band 6

This role will be based at both our Bury St Edmunds and Mildenhall offices. You may reasonably be required to work at any other of the council's premises as required to meet the needs of the service. Offices available to work in are both council's premises at West Suffolk House, Bury St Edmunds, and Mildenhall Hub, Mildenhall.

At West Suffolk Council we positively encourage agile working (such as working from home), with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between the manager and employee.

Job purpose

To investigate and enforce a range of legislation across environmental health work with food, occupational health and safety, and infectious diseases control.

Ensuring a high standard of service delivery, dealing complex investigations, and working at a high level to support the Team Leader and Service Manager.

Key responsibilities and activities

- Carrying out functions assigned to the team including the inspection of premises (including specialist and complex); the investigation of complaints; reported cases of communicable disease and accidents; to check compliance with legislation and good practice, relating to Food Hygiene and Safety, Occupational Health and Safety, and Communicable Disease Control.
- To carry out the duties of an authorised officer for the purpose of ensuring compliance with and enforcing relevant legislation including the service of notices. This will involve making visits to premises and other places outside normal office hours. It is part of the duties of this post to carry out late night and sometimes weekend visits as part of normal duties as reasonably required.
- To respond to complex and specialist service requests.
- Providing relevant professional advice and guidance to any customer within any functional area of the team.
- To assume responsibility for the execution of all statutory action in accordance with authorisation duly delegated to the post holder.
- Carrying out as required appropriate activities to educate and raise awareness in matters relating to Food Hygiene and Safety, Occupational Health and Safety, Animal Welfare and Communicable Disease Control, including delivery of promotional materials, presentations and training as required.
- Attend public meetings, exhibitions, and meetings with other bodies on environmental health matters liaise with other departments as required.
- Maintaining records including computerised systems and carrying out periodic surveys to update these records for all premises, whilst ensuring high data quality.

- Working within corporate, departmental and team procedures, polices and achieving agreed work plans, targets and performance standards.
- Prioritise own workload and be able to interpret and make appropriate judgements between the urgent and the important under team, corporate, or national guidelines.
- Preparing correspondence, statements, reports, compiling statistics, preparing, and presenting evidence and files in legal proceedings as may be directed.
- Attending and presenting relevant information and evidence in court proceedings.
- Undertake all correspondence; preparing reports; schedules of work and legal notices arising out of such inspections, visits and requests for service.
- Ensure duties are performed with a high standard of customer care and in accordance with the council's procedures and policies. This will include compliance with qualitative and quantitative performance measures; and to participate in the development of quality-based procedures as required.
- To assist in ensuring that the council meets its duties under all relevant legislation, including that relating to Data Protection, Freedom of Information and Human Rights.
- To carry out any other duties and responsibilities, appropriate to the post grade, as may be assigned from time to time by managers of the service.
- To work with or within other council services and/or with or within other partnering councils as required.