

Person specification
Environmental Health Officer / Food and Safety Officer
Band 6

Criteria	Attributes	Method of assessment
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Extensive and up-to-date knowledge of environmental health legislation, approved codes of practice, policies, procedures, and best practice within the service areas. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the PACE (Practical Guide to the Police and Criminal Evident Act 1984), RIPA (Regulation of Investigatory Powers Act 2000) and other legislation that regulates the conduct of investigations. • Knowledge of local government approaches to regulation. 	Application, interview, test
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Relevant experience of environmental health legislation (particularly food, health and safety and infectious disease control). • Enforcement and/or investigative experience within a regulatory framework. • Proven track record of delivering results and working in performance management framework. • Oversee and guide other team members. <p>Desirable</p> <ul style="list-style-type: none"> • Dealing with the enforcement of animal licensing legislation. • Experience in delivering training or briefings to an audience. • Attending court, committees or tribunals to provide evidence. • Local Government experience and local knowledge. 	Application, interview, test

<p>Skills and abilities</p>	<p>Essential</p> <ul style="list-style-type: none"> • Ability to write accurate reports and statements to a standard for use in technical reports and legal proceedings. • Strong interpersonal skills, written and oral communication skills to deal confidently and diplomatically with a range of audiences. • Able to effectively use IT systems, databases and MS Office software. • Possess well-developed problem-solving skills, with the ability to identify and implement appropriate solutions within deadlines. • Ability to prioritise, plan, review and monitor progress of own workload. • Be enthusiastic, committed and highly motivated. • Flexible and adaptable approach and willingness to acquire new skills. • Ability to analyse, interpret and apply varied and complex information. • Ability to handle private, confidential and sensitive information and deal with it in accordance with legislative requirements. • Ability to work alone (lone working) and as part of a team. • Ability to interpret legislation and collect and present evidence. • Ability to 'sell' the benefits of initiatives applicable to improving the service. • Can work independently with minimal support. • Commitment to respond positively to change and flexibility in applying skills to changing circumstances. 	<p>Application, interview, test, documentary evidence</p>
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<p>Qualifications</p>	<p>Essential</p> <ul style="list-style-type: none"> • Chartered Institute of Environmental health Degree or Diploma in Environmental Health/ Certificate of Registration of the Environmental Health Registration Board (EHRB)/ Chartered Status of Chartered Institute of Environmental Health (CIEH)/ Ordinary Certificate in Food Premises Inspection awarded by the EHRB, IFST or the SFSORB 	<p>Application, documentary evidence</p>
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	<p>Desirable</p> <ul style="list-style-type: none"> • Food safety competency and able to deliver the full range of “Official Controls” for Food Hygiene, as detailed in the Food Standards Agency’s Food Law Code of Practice. • Additional recognised qualifications and experience in any of the following: Food Safety; Occupational Health & Safety; and Licensing. 	
<p>Other</p>	<ul style="list-style-type: none"> • Ability to travel throughout the West Suffolk area. • Able to work in multi hazard environments • Ability to work outside normal office hours, both at night and at the weekend. • Professional membership of a relevant organisation (e.g. Chartered Institute of Environmental Health). • Full valid driving licence and own means of transport. 	

Date: March 2026