

JOB DESCRIPTION

Technical Officer (Food & Health and Safety)

Service area:	Environmental Health
Reports to:	Principal Officer & Head of Service
Responsible for:	N/A
Location:	Leek and Buxton / Agile Working
LGR:	This position will be transferred to Derbyshire North Council
Work flexibly between various locations:	Yes
Grade:	AG6
Salary range:	25-29
Car driver:	Yes
Essential/casual:	Essential

JOB PURPOSE

1. To actively demonstrate a 'can do' attitude and commercially minded approach, to ensure efficient, effective and positive service delivery.
2. To participate and support the delivery of a comprehensive and professional Environmental and Licensing service across the Alliance, through competent, confident and timely processing of Environmental and Licensing related issues.
3. To work across the Alliance to ensure organisational and public service outcomes are maximised.

JOB DUTIES

To assist and support the Principal Officer and Head of Environmental Health as a Technical Officer on aspects of Food, Health & Safety and Licensing across the Alliance, where applicable taking into consideration government issued legislation and guidelines.

- Food Hygiene Interventions

- Infectious Diseases
- Food/Water Sampling
- Accident Investigation
- Complaints and Service Requests

To act as a Technical Officer (career graded where applicable) in the carrying out of the statutory duties of the Alliance including inspecting, investigating and taking enforcement action where necessary, preparing timely and accurate reports, assisting with statutory returns, maintaining public registers and statistics where required.

To keep professionally up to date on all new legislation, regulations, Codes of practice relating to the Food and Safety specialism and ensure any CPD requirements are met.

To respond in accordance with corporate timescales to enquiries from members of the public, Town/Parish Councils and Councillors on Food and Safety matters.

To support the implementation of a robust advice process which is customer focus and in accordance with the Council's Corporate Objectives.

Carry out other such duties associated with the role of a technical officer within the service area, which the Principal Officer and Head of Service, may from time to time require to enable them to maintain the efficient and effective running of the service.

CORPORATE RESPONSIBILITIES

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements Driving required for travel to Alliance locations

Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Agile working (with travel to Alliance office locations as required)
Physical	Working to planned priorities
DBS	No