



APPOINTMENTS AND STAFFING COMMITTEE

13th November 2023

Tuesday, 14th November, 2023, 6.00 pm in Town Hall, Market Street, Tamworth

SUPPLEMENT – ADDITIONAL DOCUMENTS

Further to the Agenda and Papers for the above meeting, previously circulated, please find attached the following further information, which was not available when the agenda was issued:

Agenda No. Item

4. **Environmental Health staffing proposals** (Pages 3 - 6)
(Report of the Assistant Director, Growth and Regeneration)

Yours faithfully

A handwritten signature in black ink, consisting of a stylized 'A' followed by a long horizontal line that tapers to a point on the right.

Chief Executive

To Councillors: P Turner, D Cook, S Daniels, C Dean and T Jay.

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<p>JOB PROFILE –Public Health Officer (Food Safety)</p>	<p>Grade F</p>
<p>Job Purpose Responsible for food safety, health and safety, licencing (including skin piercing), infectious disease and gambling. Duties will include inspections, sampling, advisory, enforcement and investigative work as well as educational programmes and other preventative initiatives.</p>	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in a licensing environment, legal or senior administrative capacity or in public health/protection service • Experience of the inspection of premises and other sites for legal compliance • Experience of enforcement of legislation
<p>Functional Responsibilities</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • To be an authorised enforcement officer, providing advice to businesses on food safety, health and safety, licencing and gambling and, where necessary, under the direction of senior staff take appropriate action in line with the Enforcement Strategy and Policy. • To provide advice to officers, service users and businesses in areas of specialist/professional knowledge in a timely manner and in accordance with service delivery requirements. • To meet FSA inspection requirements for all food premises authorised to inspect and to assess compliance with relevant legislation and statutory guidance. • To meet HSE, County and regional health and safety objectives. • To deliver health promotion, health education and awareness initiatives to support local health improvement priorities. • To undertake inspection, enforcement and processing of applications under licencing and gambling legislation. 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Minimum of holding an Ordinary Certificate in Food Premises Inspection awarded by the EHRB, IFST or SFSORB • Ideally hold the Higher Certificate in Food Premises Inspection awarded by the EHRB, IFST or the SFSORB; <p>And be able to demonstrate competency to carry out food hygiene inspections at category C, D and E rated premises</p> <ul style="list-style-type: none"> • Detailed knowledge of licencing/food/health & safety or a similar regulatory function • Knowledge of enforcement of legislation • IT skills • Ability to carry out onsite inspections and provide sound advice and reports • Ability to deal with regular changes in the operational requirements of TBC • Methodical and organised approach • Ability to manage own workload, meet deadlines and achieve targets • Ability to communicate clearly both verbally and in writing • Ability to interpret and apply legislation, technical plans and technical documents • Ability to advise on strategic enforcement issues • High level of numeracy and literacy • Educated to GCSE 'A' level or equivalent or evidence of working at this academic level

- To prepare and progress licensing reports for Council Committee Panels and other meetings as required. Attend and present reports to Committee and other internal and external partners as necessary.
 - To complete licence application processes, correspondence, work records, prosecution and other reports in accordance with Council requirements, including timescales.
 - To use Service electronic records / data / workflow systems to record all activities and outcomes, and plan / prioritise work programme.
 - The investigation of notifiable accidents, infectious diseases and food poisoning.
 - To represent the Council at Court and with other bodies, organisations and related enforcement matters and attend meetings commensurate with the post.
 - Inspection and processing of applications in connection with all relevant forms of licensing and registration.
 - Participate in the consultation exercise in respect of planning and building regulation applications.
 - Investigate food hygiene, health and safety, licensing, smoke free complaints and take the appropriate action which may include the service of statutory notices.
 - To undertake such training as may be identified for the purpose of professional development.
 - To ensure services are delivered to customer expectations and to the Council's standards of customer care.
 - To support the delivery of the Council's corporate priorities.
 - To implement the service delivery plan to ensure service priorities are delivered.
- Customer care skills
 - Ability to work in partnership with external agencies
 - Good interpersonal skills and an ability to deal with members of the public, licensees, applicants and offenders in a fair and competent manner
 - Ability to work as part of a team and on own initiative
 - Accuracy and attention to detail
 - Able to collate, interpret and present information
 - Full driving licence
 - Able to present evidence in Court on behalf of the Council
 - Able to work out of hours when necessary to meet operational need and to participate in the out of hours call out service rota

<ul style="list-style-type: none"> • To manage and develop internal and external networks to maximise professional knowledge and understanding to the benefit of the organisation and the service. • To undertake all corporate requirements on health and safety, equal opportunities, data protection, risk management and financial regulations. 	
<p>Strategy/Policy Development</p> <ul style="list-style-type: none"> • N/A 	<p>Attributes</p> <ul style="list-style-type: none"> • Flexible, able to respond to emergency situations
<p>Other:</p> <ul style="list-style-type: none"> • Any other reasonable duties commensurate with the grade and general nature of the post. 	

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