

## Job Description

**Department:** People and Communities Directorate

**Division/Section:** Regulatory Services

**Job Title:** Regulatory Officer (Food and Health and Safety)

**Post No:** 11933

**Grade:** Scale 9

**Reports to Post No / Title:** Principal Environmental Health Officer (Food and Health and Safety)

**Line Management responsibility for:** None

**CRB Check applicable?**

Standard ☐ Enhanced ☐ None ☒

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

Yes ☐ No ☒

**Organisation Chart:**

**Job Purpose:**

1. To undertake inspections, and project-based work
2. Investigate regulatory breaches
3. To undertake both proactive and reactive regulatory activities including utilisation of education and other interventions to increase regulatory compliance.

**Description prepared by:**

**Peter Gell**

**Date: December 2010**

<b>Description amended by:</b>	<b>Liz Adamson</b>	<b>Date:</b>	<b>August 2021</b>
<b>Description agreed by postholder:</b>		<b>Date:</b>	
<b>Authorised by Head of Service:</b>	<b>Jacqui Harvey</b>	<b>Date:</b>	<b>August 2021</b>

**Main Duties and Responsibilities are to:**

1. Inspect premises, goods, equipment, vehicles, and other items as necessary to determine compliance with legislation, licensing conditions, registrations, consents, authorisations, and certifications. Implement appropriate interventions in accordance with Council policies to rectify non-compliance.
2. Undertake investigations into breaches of legislation, issue notices, prepare statements, and compile legal reports for use in court.
3. To attend and give evidence in Court and at Tribunals and council committees as required.
4. Investigate complaints of regulatory breaches, accidents, or notifications of disease. To implement appropriate statutory and non-statutory interventions to address them where appropriate.
5. Take samples and arrange for their testing in accordance with legislative requirements and statutory guidance.
6. Establish and maintain effective working relationships with other council services, public, private, and voluntary sector organisations to maximise effectiveness and efficiency of service delivery.
7. Develop and maintain a good understanding of all functions undertaken by the Division, and a high level of competence and knowledge relating to functions and legislative areas forming part of the role of the postholder.
8. Undertake and support project-based work streams and initiatives, including production of all necessary documentation.
9. Consider applications, make recommendations, and arrange for updating and maintenance of registers as appropriate.
10. To represent the service as required on local, and regional meetings and forums, and working groups.
11. To provide legislative advice, information and training to service customers and stakeholders.
12. To act as a Lead Officer and maintain specialist knowledge on areas of the team's responsibilities as determined by the line manager and provide support and guidance to the team.
13. Prepare briefing notes and give presentations on subjects within the Sections areas of responsibility as required.
14. Develop and maintain procedures and working instructions for areas identified by the line manager.
15. Work unsociable hours including weekends and evenings as necessary to maximise the effectiveness of service delivery.
16. Provide support and assistance to other members of the Section and Division as necessary to facilitate effective service delivery, as well as supporting staff development.
17. To undertake training and sit examinations identified as necessary for the performance of the post.
18. Carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy.
19. Comply with all Health & Safety at work requirements as laid down by the employer.

**Flexibility  
Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation  
Clause:**

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not Peterborough City Council reserves the right to make changes to your job description following consultation.

## Person Specification

**JOB TITLE:** Regulatory Officer

**POST NO:** 11933

**SCALE:** Scale 9

**DEPARTMENT:** Resources

**DIVISION:** Regulatory Services

**ASST DIR:** Peter Gell

**DATE:** August 2021

**COMPLETED BY:** Liz Adamson

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / (I) Interview, (P) Presentation, (W) Written Test. Add any other codes used here.]*

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of current food safety, health and safety, or trading standards legislation, procedures, and practice (I)</li> <li>Knowledge of investigatory practices including PACE, CPIA and RIPA (A,I)</li> </ul>	.
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>A high level of communication skills will be required to prepare reports, make recommendations on procedural and operational matters, deliver presentations and other educational activities (A)</li> <li>Ability to establish a rapport with businesses and consumers to ensure effective enforcement of the law (A, I)</li> <li>Ability to work unsupervised and as part of a team (A,I)</li> <li>Able to effectively manage personal time to resolve conflicting workloads and meet deadlines (A,I)</li> <li>Competent in using Microsoft applications (A)</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the operation of the FLARE database (A)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Minimum of 1 years' experience of working within a relevant local authority regulatory service (A)</li> <li>Experience of working in partnership with other regulatory services and organisations (A, I)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of providing advice to businesses (A, I)</li> <li>Experience of inspection, sampling, licensing, and educational activities within a regulatory service (A, I)</li> </ul>
<b>QUALIFICATIONS</b> (Essential criteria will relate to post/team being recruited to)	<ul style="list-style-type: none"> <li>Higher Certificate in Food Control (A, I)</li> </ul>	<ul style="list-style-type: none"> <li>Quality Assurance Lead Assessor Course (A, I)</li> <li>Advanced Food Hygiene Certificate (A, I)</li> <li>NEBOSH Diploma in Occupational Safety and Health or equivalent (A, I)</li> <li>NEBOSH Certificate in Occupational Safety and Health or equivalent (A, I)</li> </ul>

<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Must possess a current UK driving licence and be able to provide a vehicle for work (A)</li> <li>• Able to work unsociable hours as required to meet Service demands (A)</li> <li>• Able to work in adverse weather conditions and in extremes of temperature, for instance cold stores (A, I)</li> <li>• Prepared to undertake training as necessary for the effective implementation of the post requirements (A)</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities (A, I)</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of effective customer care (A, I)</li> </ul>	