

Job Description

Department:	People and Economy 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 <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>	
Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Organisation Chart:			
Job Purpose:	<ol style="list-style-type: none"> 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. 		

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:	<p>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.</p> <p>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.</p>		
Description prepared by:	Peter Gell	Date:	December 2010
Description amended by:	Liz Adamson	Date:	August 2021
Description agreed by postholder:		Date:	
Authorised by Head of Service:	Jacqui Harvey	Date:	August 2021