

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

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