

JOB DESCRIPTION

POST TITLE: Lead Officer (Food, Safety and Licensing)

POST NUMBER: TBC

GRADE: H

RESPONSIBLE TO: TEAM LEADER (COMMERCIAL TEAM)

LIAISON WITH: Other officers and internal client services, members of public and Members of the Council. Other Mid Devon Officers, including but not limited to, Legal, Member Services, Planning Enforcement, Building Control. Other Local Authority Officers, Government bodies and enforcement agencies, representatives of local and national businesses.

KEY CORPORATE ACCOUNTABILITIES:

To deliver the statutory Environmental Health and Licensing functions of the Council through the inspection, investigation and resolution of issues that are the responsibility of the Public Health and Housing Options Service.

To safeguard the well-being of members of the public within the District through the implementation of Public Health legislation and enforcement against non-compliant businesses and individuals that are putting the public at risk of harm.

To advise and guide the Licensing and Regulatory committees and Sub-Committees thereof and Full Council in the delivery of the statutory Licensing policy framework.

KEY SERVICE ACCOUNTABILITIES:

1. To implement statutory duties connected with Food Safety, Health and Safety and Infectious Disease Control.
2. To implement the delivery of the Council's statutory licensing functions that are the responsibility of the Public Health and Housing Options Service.
3. To maintain a working knowledge of all other Public Health functions and their applications to enable effective working.
4. To provide expertise, technical support, advice and guidance to other Public Health staff and wider Council officers on the application of relevant Food Safety, Health and Safety and Licensing legislation.
5. To carry out official controls in a wide range of premises, including specialist premises and processes approved under Regulation 853/2004. This will include processing applications for approval and the carrying out of official controls in approved and high-risk premises.
6. To utilise a full range of assessment tools; inspection, audit, sampling, monitoring, verification etc, to assess businesses compliance with relevant

legislation.

7. Carry out the full range of environmental health enforcement interventions and investigations across the district and take action as appropriate in accordance with legislative standards.
8. To enforce all relevant legislation using the full range of enforcement tools available under the legislation, including, but not limited to, draft, finalise and serve improvement and prohibition notices under health and safety legislation; to initiate emergency hygiene prohibition procedures; initiate seizure and detention procedures and serve improvement notices in food premises and remedial action notices within approved premises.
9. To act as the escalation point for Licensing matters and make decisions on referral to sub-committee both within and outside of the available policies.
10. Line manage the relevant Assistant post/s as identified by the Team Leader or Operations Manager, to effectively deliver the Lead Officer role.
11. To oversee delivery of the Licensing service, including allocation of case work to the Licensing Officer and Licensing Assistants.
12. To consider appeals following Officers issue of the Taxi Licensing Penalty Point Scheme.
13. To prepare and present reports to Licensing and Regulatory committee and sub-committees thereof.
14. Support the formulation, implementation and delivery of service policies, service fees, objectives and work priorities to ensure that statutory obligations, targets and performance indicators are met.
15. To ensure a high level of specialist knowledge in the areas of Licensing, Food Safety and Health and Safety. Actively maintain professional competence and progress post specific learning and development, through self-study and the range of training and mentoring opportunities available. To continually develop skills and abilities within the role.
16. To support the Team Leader with development of the team, devising and delivering training sessions on all relevant areas of Licensing and Environmental Health and cascade training where applicable.
17. Initiate prosecutions, prepare detailed prosecution files and attend relevant court proceedings, committees, hearings and meetings when required.
18. Prepare procedural documents, reports, presentations, projects and articles as necessary.

19. Represent Mid Devon District Council on working groups and at liaison meetings with other external bodies and organisations as directed.
20. To attend SAG and advise event organisers and land owners on relevant Health and Safety and Licensing elements as required under the SAG terms of reference. To deputise for the SAG chair as required.
21. Assist in the preparation of all relevant statutory and non-statutory returns.
22. Prepare, organise, conduct and assist with information/education campaigns, project work and training courses as part of a preventative approach to Environmental Health and Licensing issues.
23. The scrutiny of applications and plans submitted under Planning and Licensing to ensure compliance with Regulations enforced by the service.
24. To ensure that work is carried out in an efficient and effective manner which meets the requirements of national legal framework agreement's, guidelines and strategies. All work to be carried out in accordance with the service standards and quality criteria set by the service
25. To assist with improvements to customer service and efficiency, and to take a positive approach to finding innovative ways of working and using the opportunities offered by the digital agenda.
26. Liaise with local businesses, members of the public and the community as appropriate.
27. Work outside the normal hours of work as and when required for the proper execution of the Council's duties. Assist with out-of-hours duties and if the Council has to deal with the results of a civil emergency or major incident.
28. Assist the Team Leader (Commercial Team) and the Operations Manager for Public Health and Housing Options in the overall management of the Service. To deputise for the Team Leader (Commercial Team) or other officers as directed.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All

employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

DATA PROTECTION:

It is the responsibility of the post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SINGLE EQUALITY SCHEME:

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the scheme.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Date: May 2024

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

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| Seeing the Big Picture | <i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i> |
| Changing & Improving | <i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i> |
| Making Effective Decisions | <i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i> |
| Delivering Quality, Value & Pace | <i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i> |
| Leading by Example | <i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i> |
| Communicating & Influencing | <i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i> |
| Building Capability | <i>You focus on continuous learning and development for self, others and the organisation as a whole</i> |
| Collaborating & Partnering | <i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i> |

PERSON SPECIFICATION

Lead Officer (Food, Safety and Licensing)



| | ESSENTIAL | DESIRABLE |
|--------------------------------------|---|---|
| Qualifications and Experience | <ul style="list-style-type: none"> • Degree or Diploma in Environmental Health • Certificate of Registration of the Environmental Health Registration Board • Certificate in Licensing Law or Full Membership of Institute of Licensing | <ul style="list-style-type: none"> • A relevant postgraduate qualification. • A health and safety qualification • A training qualification • Supervision experience and qualification • Chartered EHP |
| Knowledge and Expertise | <ul style="list-style-type: none"> • Minimum 3 years' experience in a relevant Environmental Health discipline • Full membership of Chartered Institute of Environmental Health • Satisfy the qualification and competency standards for Food Law Enforcement Officers in order to inspect high-risk premises • Significant knowledge and experience in statutory licensing functions • Knowledge of relevant licensing legislation • Significant detailed knowledge of current health and safety legislation | <ul style="list-style-type: none"> • Evidence of relevant Continuing Professional Development • Evidence of management experience • Proven record of continuous change and improvement • Experience of IDOX Uniform Environmental Health management system and Lalpac Licensing system • Practical experience of researching, preparing and conducting training sessions |
| Skills | <ul style="list-style-type: none"> • Good inter-personal, communication and presentation skills • Ability to work under own initiative and prioritise tasks and caseloads effectively • Effective team working and | <ul style="list-style-type: none"> • Good project and team management skills • Good data and technical analysis and interpretation skills • Experience of developing and completing initiatives |

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| | <p>networking skills</p> <ul style="list-style-type: none"> • Competent in Microsoft applications (Word, Outlook, Excel etc.) • The ability to create solutions, policies and strategies to address issues • Excellent written, verbal communication and interpersonal skills with the ability to engage at all levels • Training and motivational skills | <p>independently and in partnership with other agencies</p> <ul style="list-style-type: none"> • The ability to understand and implement budgets • The ability to manage staff and allocate workloads |
| Personal Attributes | <ul style="list-style-type: none"> • The ability to handle difficult situations within the working environment • Strong influencing and negotiation skills • Demonstrate integrity at all times • Confident, independent and assertive with a self-motivated approach and flexible attitude • Communicates regularly and openly and able to handle pressure. • Resilient and able to work to conflicting deadlines. • Positive attitude to change Responsive and supportive to the team and colleagues. | <ul style="list-style-type: none"> • Strong team leader and ability to work under own initiative |
| Special Requirements | <ul style="list-style-type: none"> • To hold a full driving licence and access to vehicle during core hours • To undertake some work outside core hours | <ul style="list-style-type: none"> • Seeks ways to continuously improve and learn. |

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