

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: Place

DIVISION: Safety

JOB TITLE: Environmental Health Practitioner

N.B: If you have any issues printing this document please contact HR

ROLE PROFILE

Job Title:	Environmental Health Practitioner
Department:	Place
Division:	Safety
Grade:	select from drop down
Hours (per week):	36
Reports to:	Food and Safety Manager
Responsible for:	N/A
Role Purpose and Role Dimensions:	<p>To ensure that commercial premises, businesses and events in Croydon operate safely. To ensure that all members of the public, staff and other persons are not adversely effected by the activities of that business and are kept free from harm.</p> <p>This is to include:</p> <ul style="list-style-type: none">• To carry out interventions or inspections to verify and/or provide advice on meeting food hygiene and food standards legal requirements and guidance• To ensure that food is safe for consumption and free from contamination or adulteration• To carry out interventions and provide advice to ensure that the work environment meets health and safety legislation and recognised standards• To carry out investigations into infectious diseases associated with residents and premises within the borough• To respond to service demands and to investigate accidents that have occurred in the borough• To provide guidance and to carry out site visits to ensure that public events operate safely and meet required standards.
Commitment to Diversity:	To take individual and collective professional responsibility for championing the council's diversity agenda, proactively implementing initiatives which secure equality of access and

outcomes. Commit to continual development of personal understanding of diversity.

Key External Contacts:

FSA, HSE, Police, HMRC, Public Health England, Sport Ground Safety Authority, Solicitors and Barristers, court officials business community, members of the public, community groups, residents associations, utility providers and contractors, other local authority environmental health and trading standards teams

Key Internal Contacts:

Officers at all levels from other Council services including Pollution, Licensing Team, Housing, Trading Standards, Area Enforcement officers, Environmental Enforcement Officers, Planning and Building Control Officers, Public Health, Corporate Legal, Elected Ward members Heads of Service, Directors

Financial Dimensions:

Some handling of cash, for example sampling and test purchases, if and when required.

Key Areas for Decision Making:

All Grades

- Ability to determine risk and select appropriate interventions to achieve food safety, food standards, and/or health and safety at work and/or public safety compliance. Including service of letter, statutory notices, prosecution or committee hearing.
- Service of warning letters and legal notices
- Determination of public safety risks when reviewing a licence application and ensuring that a correct level of representation and comment is made.

Grade 10 and 11

- Determination of imminent risk to health leading to closure of a food business (Grade 10 dependent on experience and competencies in line with FSA CoP).
- Determination of activities involving a risk of serious personal injury leading to the prohibition of those activities or processes.
- Determination of any article or substance that is a cause of imminent danger of serious personal injury, leading to its seizure and causing it to be rendered harmless

Other Considerations:

Must be able to work evening, weekend and bank holidays as and when required or requested by management
Must be able to provide own transport for business purposes and be able to make site visits throughout

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

No

What level of check is required?

Is the post politically restricted
[\(Click here for guidance on political restriction\)](#)

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
[\(Click here for guidance on ROA \)](#)

No

Key Accountabilities and Result Areas:

Undertake Appropriate Enforcement Interventions in Commercial Businesses

Key Elements:

This will involve:

Carry out low to medium risk food safety (Cat C and D rated) and food standard inspections, interventions and auditing in food premises throughout the borough OR carry out health and safety and public safety interventions/audits in commercial premises and at events throughout the borough.

Ensure compliance with safety legislation, as required by your authorisation using a graduated, risk based approach.

To draw up and serve written warning letters, improvement notices when identified.

Provide advice and assistance to businesses and respond to the

necessary internal and external contacts on food safety, food standards or health and safety and public safety enquiries.

Provide representations as necessary to LA03 applications and provide reports for committee if required. To carry out inspections at licensed premises including those holding marriage licences, gambling or special treatment licences. Provide advice or enforcement as necessary.

Undertake sampling and follow up with guidance, advice or enforcement action for adverse results

Grade 10, 11

Carry out high risk food safety (Cat A and Cat B rated) and food standard inspections throughout the borough and carry out health and safety interventions or inspections in commercial premises within the borough.

Carry out proactive cooling tower inspections at premises within the borough.

To draw up and serve HEPN's in line with your authorisation.

Grade 11

To carry out public safety inspections at Selhurst Park and to ensure that that sport ground safety certificate issued by the Council is adhered to.

To draw up and serve H&S prohibition notices in line with your authorisation.

To lead on inspections and approval of premises in accordance

with regulation 853/2004.

Investigate Criminal Breaches

This will involve:

Prepare letters, reports, memoranda and statutory notices and deal with all correspondence and communications in an effective manner.

Identify, investigate and report where necessary, infringements arising from inspections, complaints and enquires. This will include the production of witness statements prosecution case files, attending and giving evidence in court or attending committee hearings as required.

Undertaking all enforcement activity in accordance with the Police and Criminal Evidence Act (PACE), Criminal Procedures and Investigation Act (CIPA), Regulation of Investigatory Powers Act (RIPA) and departmental policies and procedures.

Investigate service demands/complaints and provide advice or assurance.

This will involve:

Providing assistance to commercial businesses, members of the public and internal or external enquires on action needed to comply with legislation and good practice for both food safety/ standard and/or health and safety legislation. This advice will be given verbally or in writing.

Deal effectively with all service demands using a risk based and proportion approach. Ensuring that

all actions are appropriately recorded on the database.

Grades 10, 11

Providing assistance on more complex cases to commercial businesses and all other persons. Provide detailed and in-depth advice on action needed to comply with legislation and good practice for food safety, food standard, health and safety and public safety legislation and good practice. This advice will be given verbally or in writing.

Grades 11

To provide advice to Selhurst Park Stadium and liaise with the Clubs Safety Officer and the emergency services to ensure that public safety is maintained.

To review event safety management plans and risk assessments and provide feedback to the Safety Advisory Group to ensure the safe operation of both indoor and outdoor public events within the borough

Investigate Case and Outbreaks of Notifiable Disease and Food Poisoning

This will include:

Investigate incidents of notifiable diseases including legionella in line with PHE guidelines, Council procedures and guidelines and local protocols. To effectively liaise with the Consultant in Communicable Disease Control and other staff involved in the process.

Investigate instances of food poisoning which affect a number of people and where the business or the people are within the borough.

To prevent its spread or any further risk to members of the public or consumers.

Participate in Projects and Surveys

This will include:

Working with PHE on projects such as the healthy catering commitment.

To help with devising a yearly sampling plan i.e. food safety/standards, legionella water samples and ensure it is implemented through the year, including review of results and implementing corrective action and follow up as necessary

Participation in relevant inspection and sampling programmes i.e. food safety/standards, legionella water samples.

Participating in projects as allocated by the team manager

Grade 11

Actively sourcing potential projects for delivery by the food and safety team, devising project plans including objectives.

Leading and delivering the project and feeding back the project outcomes to management.

Green Commitment

- Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials.

Data Protection

- Being aware of the council's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Championing the multi-disciplinary approach by demonstrating a willingness to take on new areas of work and by training other team members in a particular field of expertise
- Participating in the development, implementation and monitoring of service plans.

- Championing the professional integrity of the service.

Person Specification

Job Title: Environmental Health Practitioner, Place Department

Essential knowledge:

Grade 9

Knowledge , understanding and ability to apply food safety or health & safety at work legislation and relevant Statutory Provisions, codes of practice and practice guidance

EHRB Certificate of Registration or a Chartered Environmental Health Practitioner with a minimum qualification of the Ordinary Certificate

And/or an appropriate H&S qualification which as a minimum must be a Level 3 qualification or equivalent.

An understanding of the English legal system, Courts procedures and legal and investigation process including knowledge and some recognition of the provisions of the Police and Criminal Evidence Act (PACE) and Criminal Procedure and Investigations Act (CPIA) and Regulation of Investigatory Powers Act (RIPA)

Grade 10

Proven knowledge , understanding and ability to apply food safety and health & safety at work legislation and the relevant Statutory Provisions, codes of practice and practice guidance

EHRB Certificate of Registration or a Chartered Environmental Health Practitioner who meets the requirement laid out in the FSA Food Law Code of Practice with a minimum qualification of the higher certificate.

AND an appropriate H&S qualification which as a minimum must be a Level 3 qualification or equivalent.

Knowledge of the English legal system, Courts procedures and legal and investigation process including knowledge and of the provisions of the Police and Criminal Evidence Act (PACE) and Criminal Procedure and Investigations Act (CPIA) and Regulation of Investigatory Powers Act (RIPA)

Grade 11

Proven knowledge , understanding and ability to apply food safety and public safety and health & safety at work legislation and the relevant Statutory Provisions, codes of practice and practice guidance

EHRB Certificate of Registration or a Chartered Environmental Health Practitioner who meets the requirement laid out in the FSA Food Law Code of Practice with a minimum qualification of the higher certificate with both food inspection and food standards endorsements.

AND an appropriate H&S qualification, which as a minimum must be a Level 3 qualification or equivalent.

Knowledge of the English legal system, Courts procedures and legal and investigation process including knowledge and application of the provisions of the Police and Criminal Evidence Act (PACE) and Criminal Procedure and Investigations Act (CPIA) and Regulation of Investigatory Powers Act (RIPA)

Essential skills and abilities:

All Grades

Excellent written and verbal communication skills being able to deal with customers in a responsive, courteous and sympathetic manner under potentially confrontational situations. To place customer care as a priority when dealing with service requests.

A proven ability to use a computer system for data entry and a familiarity with the Microsoft Office suite of software.

The ability to use technical equipment for testing products that are the subject of enquiry or complaint.

Demonstrate an understanding of the issues faced by environmental health practitioners when dealing with customers within a diverse community.

The ability to interpret and apply the law in practice and to select appropriate interventions for each situation.

The ability to work with limited supervision, take responsibility for own actions and take appropriate decisions.

The ability to prioritise a varied and demanding workload and meet targets.

Self motivated, being thorough and determined in dealing with problems and challenges, maintaining a positive and enthusiastic attitude. To use creative thinking and judgement when resolving matters.

Able to work well with others in a team. To develop effective and supportive relationships with colleagues, other departments and external agencies and to support and contribute to team objectives

Essential experience:

All Grades

Practical experience in food safety and health and safety and public safety inspections, interventions and investigations, including the enforcement of relevant legislation, such as:

- Food Safety Act 1990
- Health and Safety at Work, etc. Act 1974

Experience of working with the general public both face to face and via other means of communications.

Grade 11

A minimum of 1 years experience of working in local government in an enforcement role relating to either food or health and safety.

Special conditions:

All Grades

Must be able to work when the job requires and this will include working evenings and weekends.

Must be able to provide own transport of business purpose and be able to make site visits throughout the borough

Must be physically fit to deal with the demands of the job