## Tunbridge Wells Borough Council

## Person Specification

**POST TITLE:** Environmental Health Officer (Food & Safety)

**GRADE:** 7

**SERVICE:** Mid Kent Environmental Health

| CRITERIA | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---|---|---|---|
| **EXPERIENCE** | Demonstrate experience of successfully delivering food and health & safety interventions to businesses<br><br>Experience of delivering outcomes within the wider public health remit including infectious disease control<br><br>Experience of engaging, communicating and influencing a range of people both within the work setting and the wider community | Experience of assisting with a range of enforcement action, including giving evidence and appearing in court.<br><br>Experience of undertaking specialist food safety audits for approved premises. | Application form and interview |
| **QUALIFICATIONS/ TRAINING** | Degree or Diploma in Environmental Health or equivalent to be able to undertake official food controls, as detailed in the current Food Standards Agency Food Law Code of Practice and associated guidance<br><br>Demonstrate continued professional development | Post-graduate health and safety qualification e.g., NEBOSH diploma or equivalent | Application form and interview |
| **KNOWLEDGE** | Knowledge of food safety legislation, relevant codes of practice and their application to business environments<br><br>Knowledge of health and safety legislation, codes of practice, guidance and their application to business environments<br><br>Knowledge of public health legislation, guidance and its application to business environments<br><br>Awareness and/or evidence of working in an environment committed to promoting equal opportunities | Knowledge of council organisation and division of functions across the organisation<br><br>Knowledge of animal welfare legislation | Application form and interview |

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|---|---|---|---|
| **PRACTICAL & INTELLECTUAL SKILLS** | Excellent IT skills, including the use of Microsoft Office (Word, Excel, Power Point) as well as the ability to use databases e.g. Uniform<br><br>Ability to communicate effectively both written and orally in plain English<br><br>Excellent organisational skills, able to manage own workload.<br><br>Excellent numeracy and literacy skills to enable the gathering, interpretation, collating recording and reporting of information<br><br>Good influencing and motivational skills. | Knowledge of the Uniform database and I-Trent soft ware packages | Application form and interview |
| **DISPOSITION/ ATTITUDE** | Flexible, adaptable and able to work with and make a positive contribution to the team<br><br>Desire to improve and expand professional knowledge, learning and development. | | Application form and interview |
| **SPECIAL REQUIREMENTS** | Full UK driving licence and use of a car for work<br><br>There will occasionally be a need for the successful applicant to undertake inspections in the evening and at weekends depending on businesses opening hours | | Application form and interview |