Tunbridge Wells Borough Council

Person Specification

POST TITLE: Food & Safety Officer

GRADE: 5

SERVICE: Mid Kent Environmental Health

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Demonstrate experience of successfully delivering food hygiene official controls & as well as health and safety interventions to businesses 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. Experience of undertaking specialist food safety audits for approved premises. Experience of delivering outcomes within the wider public health remit including infectious disease control Experience of working within a Local Authority setting	Application form and interview
QUALIFICATIONS/ TRAINING	Higher Certificate in Food Premises Inspection with the Food Inspection Endorsement issued by the EHRB or the IFST or equivalent. <u>All elements completed – Certificate will be required).</u> Demonstrate appropriate continued professional development	NEBOSH General Certificate in Health and Safety or NVQ Level 3 in Occupational Health and Safety Practice	Application form and interview

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
KNOWLEDGE	Knowledge of food safety legislation, relevant codes of practice and their application to business environments 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 Knowledge of health and safety legislation, codes of practice, guidance and their application to business environments	Application form and interview
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 Ability to communicate effectively both written and orally in plain English Excellent organisational skills, able to manage own workload. Excellent numeracy and literacy skills to enable the gathering, interpretation, collating recording and reporting of information 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 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 There will be a need to undertake inspections in the evening and at weekends depending on businesses opening hours		Application form and interview