**Job Details**

Job Title: **TRAINEE TECHNICAL OFFICER – FOOD HEALTH AND SAFETY**

Post Number: POST000TBC

Directorate: Environmental and Community Services

Section: Environmental Health

Post Grade: Tier: 5, Grade: D

Responsible to: Environmental Health Manager

Responsible for: N/A

**Job Purpose**

* Willingness to work towards professional certifications in food health and safety and become competent and qualified to carry out food safety interventions to ensure public health.
* Provide general case handling support to the environmental health team and assistance with maintaining high standards of food safety and hygiene whilst undertaking learning and development as assigned.

**Main Responsibilities**

* Participate and assist with conducting inspections of food establishments and carry out testing, monitoring and sampling as supervised by an Authorised Officer. Undertake and successfully complete the Level 4 Certificate of Higher Education in Food Safety and Food Legislation, complete and pass all modules and assessments and work towards completion of the CIEH Competency Development Portfolio (CDP.)
* Attend all external training as organised with the appointed educational provider; participate in all in house training and additional activities to gain knowledge and skills in food health and safety regulations and practices.
* Work closely with and support members of the environmental health team whilst taking the opportunity to gain an in-depth understanding of the work.
* Assist with the processing of complaints and enquiries, to investigate and monitor business compliance.
* Assist with preparing relevant documentation including reports and letters following audits, inspections, investigations and other activities at food businesses within the borough.
* Maintain accurate up to date electronic and manual records, and to prepare written statements of evidence in connection with legal proceedings and make court appearances if required.
* Accurately input data into computerised systems, and contribute to the maintenance of databases and spreadsheets, and the processing and retrieval of data.
* Assist with providing information, guidance and advice to food businesses to help ensure their compliance with relevant food safety regulations.
* Work outside of normal office hours when required.
* Always establish and portray a professional departmental image with a customer focused ‘can do’ attitude, setting expectations as appropriate for the resolution of issues whilst demonstrating the willingness to go the ‘extra mile’.

**Decision making**

* Not applicable

**Financial Responsibilities**

* Not applicable

**Key Contacts / Relationships**

* Liaising with environmental health team colleagues, the public, owners of local businesses, internal departments such as licensing, planning, building control, neighbourhood wardens.

**STANDARD CLAUSES**

**Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council’s Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

**Equality and Diversity**

You will uphold Erewash Borough Council’s Equality and Diversity policies and practices in accordance with the Council’s policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

**Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council’s and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

**Performance Management**

You will ensure compliance with the Council’s employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council’s Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

**Confidentiality**

You will comply with and/or ensure compliance with the Council’s Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council’s ICT Information Security Policy.

**Customer Care**

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council’s Customer Care and Equality Policies.

**Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions.  It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

**Safeguarding Children and Vulnerable Adults**

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by: Environmental Health Manager**

**Date:** **July 2025**

**Version: 1.0**

 **Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..................................................................... Dated............................

**PERSON SPECIFICATION**

**Job Title: TRAINEE TECHNICAL OFFICER – FOOD HEALTH AND SAFETY**

**Post Number:** POST000TBC

**EXPERIENCE**

**Essential Criteria**

* Formal or experiential knowledge of the basics of food hygiene and food safety (A, I, T)
* Experience of being part of a team and of working independently (A, I, T)
* Interest in regulatory enforcement, food safety and health and safety (A, I, T)

**Desirable Criteria**

* Any experience of public protection or regulatory services (A, I).
* Any experience of applying audit processes (A, I)
* Experience of working for a food business (A, I)
* Experience of enforcement of regulation and remedial action (A, I)

**QUALIFICATIONS**

**Essential Criteria**

* GCSE passes at Grade 9-4/A\*-C (or equivalent) in Mathematics, English Language and a Science (A, D).

**Desirable Criteria**

* Suitable experience and background from working within the food industry (A, I)
* CIEH Intermediate Certificate in Food Safety or any of their other previous Level 3 qualifications such as the Level 3 Award in Supervising Food Safety in Catering, Food Safety Supervision for Manufacturing, HACCP in Catering, HACCP for Food Manufacturing, Food Safety Manufacturing or equivalents from the RSPH or similar (A, D)

**SKILLS & KNOWLEDGE**

**Essential Criteria**

* Highly motivated, enthusiastic and capable of working under own initiative (A, I)
* Ability to follow instructions (A, I)
* Ability to work in a flexible and co-operative manner as part of a team (A, I)
* Good oral and written communication skills (A, I, D, T)
* Competent IT skills (A, I)
* Good customer care skills including the ability to deal confidently and confidentially with customers and business operators (A, I)
* Able to analyse information and data to draw logical conclusions (A, I)
* Ability to work accurately under pressure, working to agreed goals, responding to challenges constructively, managing time well and thinking positively (A, I)
* Willingness to learn and be flexible in the workplace (A, I)

**Desirable Criteria**

* Ability to plan and carry out own work with a reasonable level of autonomy and initiative (A, I)

**OTHER REQUIREMENTS**

**Essential Criteria**

* Ability to deal with difficult people and situations, and handle challenging conversations with sensitivity (A, I)
* Communicate clearly and respectfully, value diverse perspectives, and respond to feedback constructively (A, I, T)
* Commitment to personal and professional self-development (A, I)
* Current full driving licence (A, D)
* Flexibility to work outside normal office hours when required (A, I)
* Ability to access and inspect a range of premises requiring the post holder to walk across uneven terrain, stand for extended periods, bend, kneel, crouch, climb stairs and ladders, lift, move and carry equipment and work outside in varied weather conditions (A, I)

**ASSESSMENT KEY:**

*A* Application  **|**  *I*  Interview **|** *T*  Test **|**  *D* Documentation

**Version: 1.0 – July 2025**