



**CAREER GRADE SCHEME – ENVIRONMENTAL SERVICES (COMMERCIAL TEAM)**

**Trainee Food Safety Practitioner**

Scale 5

Essential: Higher Certificate in Food Control, Advanced Professional Certificate in Food Hygiene and Standards Control or equivalent

**Food Safety Practitioner**

Scale 6

Essential Higher Certificate in Food Control, Advanced Professional Certificate in Food Hygiene and Standards Control or equivalent

Completion of the Competency Development Portfolio and Professional Interview

**Trainee Environmental Health Officer**

Scale 6

Essential: MSc, BSC (Hons) or Diploma equivalent in Environmental Health or Chartered Institute of Environmental Health (CIEH) Certificate of Equivalence + 2 years relevant local authority experience.

**Environmental Health Officer**

Scale 7

Essential: MSc, BSC (Hons) or Diploma equivalent in Environmental Health or Chartered Institute of Environmental Health (CIEH) Certificate of Equivalence

Completion of EHO Portfolio and Professional Interview

**Senior Environmental Health Officer**

Scale 8

Essential: MSc, BSC (Hons) or Diploma equivalent in Environmental Health or Chartered Institute of Environmental Health (CIEH) Certificate of Equivalence



## Completion of EHO Portfolio and Professional Interview

### Chartered EHO Status

#### **Trainee Food Safety Practitioner Duties:**

All work to be carried out under the direction and supervision of the Senior Environmental Health Officer

1. To carry out inspections and interventions of all categories (C - E) of food premises and to take appropriate enforcement action in accordance with Council procedures and Food Safety Codes of Practice and Guidance.
2. To investigate complaints concerning the safety and fitness of food and the hygiene of food premises and to take appropriate action following their investigation in accordance with Council procedures and Food Safety Codes of Practice and guidance.
3. To investigate cases of food poisoning, food borne disease and infectious disease and to take appropriate follow up action.
4. To undertake sampling of food and water supplies in accordance with sampling programmes and to support hygiene assessment and enforcement action. To initiate appropriate follow up action.
5. To carry out inspections, interventions and campaign related work in workplaces where the Council is the Health and Safety Enforcing Authority in line with the National Local Authority Enforcement Code and other relevant guidance and to take appropriate enforcement action in line with team procedures.
6. To investigate complaints and reportable accidents concerning health, safety and welfare in workplaces where the Council is the Enforcing Authority. To take appropriate enforcement action in line with team procedures.
7. To carry out inspections of skin piercing premises and assess applications within the district for the issue and enforcement of a variety of registrations to ensure compliance with legislation, byelaws and infection control guidelines.
8. To provide specialist advice and guidance to members of the public, businesses and prospective businesses relating to food safety, health and safety and public health matters.
9. To ensure that businesses within the district are complying with Smoke Free legislation, and to take appropriate informal and formal action in line with Legislation and guidance.
10. To participate in health promotion initiatives, where possible.
11. To participate as required, in training and exercises in support of the Council's preparations for responding to civil emergencies within the district.
12. To carry out such other duties of a similar nature as may be required by the Senior Environmental Health Officers Senior Waste Management Officer and/or the Waste and Environmental Services Manager.

#### Special Conditions



## East Cambridgeshire District Council

13. To work outside normal office hours to meet the needs of the service as required. Time off in lieu will be given in recompense.
14. Essential User Car Allowance
15. To complete all personal portfolios and preparation and progress to the Food Safety Practitioner role within a timescale agreed with the Senior Environmental Health Officer



## **Food Safety Practitioner Duties:**

1. To carry out inspections and interventions of all categories (A - E) of food premises and to take appropriate enforcement action in accordance with Council procedures and Food Safety Codes of Practice and Guidance.
2. To investigate complaints concerning the safety and fitness of food and the hygiene of food premises and to take appropriate action following their investigation in accordance with Council procedures and Food Safety Codes of Practice and guidance.
3. To investigate cases of food poisoning, food borne disease and infectious disease and to take appropriate follow up action.
4. To manage the departmental routine sampling programme and to undertake sampling of food and water supplies in accordance with sampling programmes and to support hygiene assessment and enforcement action. To initiate appropriate follow up action.
5. To carry out inspections, interventions and campaign related work in workplaces where the Council is the Health and Safety Enforcing Authority in line with the National Local Authority Enforcement Code and other relevant guidance and to take appropriate enforcement action in line with the Code, team procedures and relevant legislation and guidance.
6. To investigate complaints and reportable accidents concerning health, safety and welfare in workplaces where the Council is the Enforcing Authority. To take appropriate enforcement action in line with the Code, team procedures and relevant legislation and guidance.
7. To carry out inspections of skin piercing premises and assess applications within the district for the issue and enforcement of a variety of registrations to ensure compliance with legislation, byelaws and infection control guidelines.
8. To provide specialist advice and guidance to members of the public, businesses and prospective businesses relating to food safety, health and safety and public health matters.
9. To ensure that businesses within the district are complying with Smoke Free legislation, and to take appropriate informal and formal action in line with Legislation and guidance.
10. To participate in health promotion initiatives, where possible.
11. To carry out other duties as may be required by the Senior Environmental Health Officer and Environmental Services Manager.
12. To participate as required, in training and exercises in support of the Council's preparations for responding to civil emergencies within the district.
13. To carry out such other duties of a similar nature as may be required by the Waste and Environmental Services Manager.

## **Special Conditions**

14. To work outside normal office hours to meet the needs of the service as required. Time off in lieu will be given in recompense.
16. Essential User Car Allowance



East Cambridgeshire  
District Council



## **Trainee Environmental Health Officer Duties:**

All work to be carried out under the supervision of the Senior Environmental Health Officer

1. To carry out inspections and interventions of all categories (A - E) of food premises and to take appropriate enforcement action in accordance with Council procedures and Food Safety Codes of Practice and Guidance.
2. To investigate complaints concerning the safety and fitness of food and the hygiene of food premises and to take appropriate action following their investigation in accordance with Council procedures and Food Safety Codes of Practice and guidance.
3. To investigate cases of food poisoning, food borne disease and infectious disease and to take appropriate follow up action.
4. To undertake sampling of food and water supplies in accordance with sampling programmes and to support hygiene assessment and enforcement action. To initiate appropriate follow up action.
5. To carry out inspections, interventions and campaign related work in workplaces where the Council is the Health and Safety Enforcing Authority in line with the National Local Authority Enforcement Code and other relevant guidance and to take appropriate enforcement action in line with the Code, team procedures and relevant legislation and guidance.
6. To investigate complaints and reportable accidents concerning health, safety and welfare in workplaces where the Council is the Enforcing Authority. To take appropriate enforcement action in line with the Code, team procedures and relevant legislation and guidance.
7. To carry out inspections of skin piercing premises and assess applications within the district for the issue and enforcement of a variety of registrations to ensure compliance with legislation, byelaws and infection control guidelines.
8. To provide specialist advice and guidance to members of the public, businesses and prospective businesses relating to food safety, health and safety and public health matters.
9. To ensure that businesses within the district are complying with Smoke Free legislation, and to take appropriate informal and formal action in line with Legislation and guidance.
10. To participate in health promotion initiatives, where possible.
11. To participate as required, in training and exercises in support of the Council's preparations for responding to civil emergencies within the district.
12. To carry out such other duties of a similar nature as may be required by the Senior Environmental Health Officers Senior Waste Management Officer and/or the Waste and Environmental Services Manager.

## Special Conditions

13. To work outside normal office hours to meet the needs of the service as required. Time off in lieu will be given in recompense.
14. Essential User Car Allowance



## East Cambridgeshire District Council

15. To complete all personal portfolios and preparation and progress to the Environmental Health Officer role within a timescale agreed with the Senior Environmental Health Officer



## **Environmental Health Officer Duties:**

1. To carry out inspections and interventions of all categories (A - E) of food premises and to take appropriate enforcement action in accordance with Council procedures and Food Safety Codes of Practice and Guidance.
2. To carry out inspections and interventions in premises approved under Assimilated Regulation (EC) 853/2004 and to take appropriate enforcement action in accordance with Council procedures and Food Safety Codes of Practice and Guidance.
3. To investigate complaints concerning the safety and fitness of food and the hygiene of food premises and to take appropriate action following their investigation in accordance with Council procedures and Food Safety Codes of Practice and guidance.
4. To investigate cases of food poisoning, food borne disease and infectious disease and to take appropriate follow up action.
5. To prepare and sign Food Export Health Attestation documents as required.
6. To undertake sampling of food and water supplies in accordance with sampling programmes and to support hygiene assessment and enforcement action. To initiate appropriate follow up action.
7. To carry out inspections, interventions and campaign related work in workplaces where the Council is the Health and Safety Enforcing Authority in line with the National Local Authority Enforcement Code and other relevant guidance and to take appropriate enforcement action in line with the Code, team procedures and relevant legislation and guidance.
8. To investigate complaints and reportable accidents concerning health, safety and welfare in workplaces where the Council is the Enforcing Authority. To take appropriate enforcement action in line with the Code, team procedures and relevant legislation and guidance.
9. To carry out inspections of skin piercing premises and assess applications within the district for the issue and enforcement of a variety of registrations to ensure compliance with legislation, byelaws and infection control guidelines.
10. To provide specialist advice and guidance to members of the public, businesses and prospective businesses relating to food safety, health and safety and public health matters.
11. To ensure that businesses within the district are complying with Smoke Free legislation, and to take appropriate informal and formal action in line with Legislation and guidance.
12. To participate in health promotion initiatives, where possible.
13. To participate as required, in training and exercises in support of the Council's preparations for responding to civil emergencies within the district.
14. To carry out such other duties of a similar nature as may be required by the Senior Environmental Health Officer and/or the Waste and Environmental Services Manager.

Special Conditions





## East Cambridgeshire District Council

15. To work outside normal office hours to meet the needs of the service as required. Time off in lieu will be given in recompense.
16. Essential User Car Allowance



## **Senior Environmental Health Officer**

1. Undertake all first line manager responsibilities for the Environmental Health (Commercial) Team and as Lead Food Officer, as determined by the Food Standards Agency.
2. To carry out inspections and interventions of all categories (A-E) of food premises, including approved premises and to take appropriate enforcement action in accordance with Council procedures and Food Safety Codes of Practice and Guidance.
3. To investigate complaints concerning the safety and fitness of food and the hygiene of food premises and to take appropriate action following their investigation in accordance with Council procedures and Food Safety Codes of Practice and guidance.
4. To investigate cases of food poisoning, food borne disease and infectious disease and to take appropriate follow up action.
5. To undertake sampling of food and water supplies in accordance with sampling programmes and to support hygiene assessment and enforcement action. To initiate appropriate follow up action.
6. To carry out inspections, interventions and campaign related work in workplaces where the Council is the Enforcing Authority in line with the National Local Authority Enforcement Code and other relevant guidance and to take appropriate enforcement action in line with the Code, team procedures and relevant legislation and guidance.
7. Undertake hazard spotting at inspections and interventions and take appropriate follow up action to ensure compliance with health and safety legislation.
8. To investigate complaints and reportable accidents concerning health, safety and welfare in workplaces where the Council is the Enforcing Authority. To take appropriate enforcement action in line with the Code, team procedures and relevant legislation and guidance.
9. To carry out inspections of skin piercing premises and assess applications within the district for the issue and enforcement of a variety of registrations to ensure compliance with legislation, byelaws and infection control guidelines.
10. To provide specialist advice and guidance to members of the public, businesses and prospective businesses relating to food safety, health and safety and public health matters.
11. To ensure that businesses within the district are complying with Smoke Free legislation, and to take appropriate informal and formal action in line with Legislation and guidance.
12. To attend the Council's Safety Advisory Group and provide advice and guidance to event organisers on relevant food safety and health and safety matters.
13. To participate in health promotion initiatives, where possible.
14. To participate as required, in training and exercises in support of the Council's preparations for responding to civil emergencies within the district.
15. To carry out other duties as may be required Waste and Environmental Services Manager.



Special Conditions

16. To work outside normal office hours to meet the needs of the service as required. Time off in lieu will be given in recompense.
17. Essential User Car Allowance

Notes

1. *Not automatic progression through the career grade, competencies with the requirements of the post will be assessed through 1:1 meetings with the Senior Officer.*
2. *Competencies will be incorporated in the accountabilities of each grade.*
3. *Senior Officer to highlight areas that require focus in order to reach the next level.*
4. *Formal meeting to be arranged with the Senior Officer, the EHO and a representative from HR once the Senior Officer is satisfied that competencies and relevant experience has been consistently and satisfactorily met.*
5. *HR to advise employee in writing of the outcome of any proposed progression.*