East Cambridgeshire District Council

Food Safety Practitioner/ Environmental Health Officer (Commercial)

Post number: EHS050

Grade: Scale 6/7

Date: November 2026

Service area: Waste and Environmental Services - Commercial Team

Reports to: Senior Environmental Health Officer

Job profile

Purpose

At a technical level to assist with the provision of a comprehensive Environmental Health service and specifically, the delivery of a range of activities which fulfill the Council's statutory food safety and health and safety functions.

To contribute to, and/or lead specific work programs under the direction of the Senior Environmental Health Officer, focusing on the investigation and regulation of food business, investigation of complaints and workplace accidents.

Use a range of influencing strategies but taking robust enforcement action where required to ensure efficient, effective and responsive standards of service delivery are met.

Contribute to policy and strategy development for the Council, working with colleagues in other departments, partner agencies and individuals as required, providing advice on matters relating to Environmental Health functions but particularly the risks of food safety, health and safety, and infectious disease.

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Main duties and responsibilities

1. To carry out inspections and interventions within all categories (A-E) of food premises, including approved premises and to take appropriate enforcement action in accordance with Council procedures and Food Safety Code 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 Code of Practice and guidance.
3. To investigate cases of infectious and food borne disease and to take appropriate follow up action.
4. To take food samples in line with the Councils' Sampling programme, and to initiate appropriate follow up action in line with in house and National procedures.
5. 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.
6. To investigate complaints and reportable accidents concerning Health and Safety 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. Undertake hazard spotting at inspections and interventions and take appropriate follow up action to ensure compliance with health and safety legislation.
8. To carry out inspections of registered skin piercing premises and assess applications within the district to ensure compliance with relevant byelaws and health and safety legislation.
9. To provide specialist advice and guidance to businesses and customers relating to food safety, health and safety and public health matters.
10. To provide assistance and advice to the Senior EHO (Commercial) in establishing policies, procedures and practices and in developing and delivering high quality services to the local community.

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 as required 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 by the Senior Environmental Health Officer and Head of Environmental Services.

Special conditions

The post may require occasional work outside of normal office hours to meet the needs of the service. Time off in lieu will be given in recompense.

The post is a full-time permanent post (37 hours).

This is a politically restricted post.

Business Travel

Essential car user

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Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Holds a baseline hygiene qualification as listed in the Food Law Code of Practice and has successfully completed all elements including written exams, portfolios, orals exams, practical exams, professional interviews as specified by the awarding body OR a qualified Environmental Health Officer/Practitioner registered with the Environmental Health Registration Board/CIEH	Essential	Application
Meets or working towards the competency requirements for an 'Authorised Officer' as listed in the FSA Competency Framework and Food Law Code of Practice	Essential	Application
Full driving licence and access to a vehicle	Essential	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Current, proven experience of inspection and enforcement duties in relation to both Food Safety and Health and Safety	Essential	Application
Experience of working accurately to timescales and under pressure	Essential	Application

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Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Good understanding of current, relevant legislation and guidance relating to food safety and health and safety	Essential	Application
Ability to investigate complaints regarding both food and the condition of commercial premises	Essential	Application
Ability to take appropriate follow- up action, including preparing schedules of work, serving notices, and prosecutions	Essential	Application
Proven knowledge of Microsoft Office Suite (including Word, Excel, Outlook)	Essential	Application
Understanding of principals of good customer service	Essential	Interview
Highly effective communication skills (written and verbal)	Essential	Interview
Skilled negotiator with a range of people at all levels and in a variety of organisations	Essential	Interview
Enthusiastic and committed to achieving the Council's objectives	Essential	Interview
Knowledge of Planning and Development Control	Desirable	Interview
Knowledge of Idox Uniform software	Desirable	Interview
Experience of presenting reports to committee or information to the public	Desirable	Interview
Mediation skills	Desirable	Interview

Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Willing to be adaptable and flexible to meet the needs of the service	Essential	Interview

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Description	Essential or desirable	Assessed through the application form or through the interview
Able to respond positively to a diverse range of circumstances	Essential	Interview
Assertive and self-motivated	Essential	Interview
Ability to work as part of a team and on own initiative	Essential	Interview
Politically aware and customer focussed	Desirable	Interview
Good interpersonal skills to develop and maintain effective relationships	Desirable	Interview