Trainee Food Safety Officer					
Reference No.	E208				
Service	Protective Services				
Job Family	Protective Services	Grade	FC4		

Purpose

To enable the post holder to undertake training in the practical aspects of Environmental Health related to Food safety sufficient to enable progression towards taking the professional exams for the Scottish Food Safety Officers Registration Board Higher Certificates.

A traineeship is a work-based training programme that leads to an industry approved qualification.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Undertake the tasks and activities required to complete the practical elements of the Scottish Food Safety Officers Registration Board Higher Certificates along with assisting staff in practical environmental health duties which may include accompanying Authorised Officers and acting as a witness, on occasion this may require some out of hours work		Studying for or holds HND in Food Technology or equivalent (note this will require to be checked and verified if suitable by SFSORB and REHIS) Other Environmental Health related qualifications Ability to communicate well at all levels and in every medium Ability to travel throughout Fife	✓ ✓	~
		Evidence of job-related practical experience Willing to work varying hours to accommodate workload	∨ ✓	✓
		High degree of integrity Discreet	✓ ✓	
		Enthusiastic Ability to integrate well into team working	✓ ✓	
Work based training in the practical aspects of Food Safety aspects of Environmental Health leading to completion of required reports, case studies and professional examinations.		Initiative Ability to write concise yet comprehensive reports	✓ ✓	
As the Postholder progresses through their training programme they will be required to deal with customer enquiries by phone, email and face to face and other suitable communication methods. This may include giving regulatory advice to members of the public and		Presentation Skills IT skills Customer Service skills	✓ ✓ ✓	
businesses. Resolving and documenting Requests for Services and Complaints as required and ensuring relevant databases are		Communication skills	•	

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
maintained. This may also require the issuing of reports to businesses and providing feedback to customers.	Regulatory knowledge		√
	Positive work ethic and attitude	✓	
Liaising with other Teams, Services and External Agencies when required for training programme and/or Environmental Health & Food	Team Working skills	✓	
Safety activities	Experience of Partnership Working		✓

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:					
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.