



Role Profile

Food Safety Officer

Reference No.	ER028	Type	Individual
Service	Enterprise & Environment, Protective Services		
Job Family	Para Professional 5	Grade	FC7

Purpose

To enforce the provisions of various statutes in assisting the Service Manager and Lead Officer in the discharge of Environmental Health functions such as food safety.

The Food Safety Officer will be working within an Environmental Health Team and will be required to work on their own and with other team members when required in carrying out the duties and functions of the specific team. They will also work with and refer to a range of other Council services and partner organisations.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

To assist and support the Service Manager/Lead Officer in carrying out the functions and duties of the Environmental Health Team with a focus on food safety matters. Including:

To undertake visits/inspections both proactively and reactively to ensure the necessary enforcement of Food Safety legislation.

Liaising closely with and sharing information with Elected representatives, partner agencies and other services.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated to SCQF level 8, which includes HND in Food Technology/Food Science (or equivalent)

✓

SFSORB Higher Certificate in Food Hygiene

✓

SFSORB Higher Certificate in Food Standards Inspection

✓

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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
<p>To assist in the investigation of incidents or outbreaks of foodborne disease.</p> <p>To participate in routine sampling of foodstuffs in accordance with local and nationally agreed programmes.</p> <p>To remain up to date with all relevant legislation, guidance, codes of practice, etc., relating to the team responsibilities.</p> <p>The post holder will report to the Service Manager/Lead Officer but will be expected to work with a minimum of supervision.</p>	<p>SFSORB Higher Certificate in Official Controls</p> <p>Other Professional Qualifications</p> <p>Ability to Travel throughout Fife</p> <p>Experience of Scottish legal system</p> <p>Knowledge of other Environmental Health legislation and related codes of practices and guidance</p> <p>Detailed knowledge of Enforcement Procedures as they apply to food related Environmental Health issues</p> <p>Excellent communicator</p> <p>Able to work effectively in a team</p> <p>Ability to meet inspection and other related targets</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>To action complaints and requests for service in accordance with Service policies and procedures. To provide advice, information and support to a wide range of organisations including businesses and members of the public on all aspects of Food Safety.</p>	<p>Experience in dealing with a wide range of food related Environmental Health issues.</p> <p>Undertaking project work and in-depth investigations</p>	<p>✓</p>	<p>✓</p>

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	<p>Strong inter-personal skills</p> <p>Performance/ quality awareness</p> <p>Knowledge and experience in the use of computer database systems</p> <p>IT skills</p> <p>Ability to prepare/ deliver training</p> <p>Ability to work to deadlines</p> <p>Sound organisational ability</p> <p>Rational/methodical approach to problem solving</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p>✓</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>
<p>To serve statutory notices within the relevant legislation associated with the teams functions and duties.</p> <p>To initiate proceedings and prepare reports to the Procurator Fiscal.</p>	<p>Experience of investigations and prosecution work</p> <p>Experience in the writing and presentation of reports</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>

E = Essential Criteria D = Desirable Criteria

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	Detailed knowledge of preparing reports for Procurator Fiscal's Service		✓
To participate in the Service out of hours Stand By Scheme. To work outwith normal office hours according to exigencies of the team.	Ability to provide a regular and effective service Flexibility Motivational	✓ ✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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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Job Title (Specialists Tasks)			

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.

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Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results