

# Food and Safety Officer - Public Protection Service

## Recruitment Pack (Permanent Contract)



# Working for the Council

Gwynedd is known for its natural beauty, but the county is unique and diverse and our ambition as a Council is to see our communities and our people flourish.

The Council offers attractive working conditions, with the postholder for this vacancy entitled to 28.5 days annual leave, plus bank holidays and additional leave following the completion of defined periods of service.

Ensuring a healthy work-life balance is very important, and Cyngor Gwynedd offers a number of flexible working opportunities to help staff to strike a suitable balance between home and work life.

As a member of the Council's staff, you will be invited to take advantage of a variety of training opportunities as part of our commitment to your professional development.

Cyngor Gwynedd also offers employees a range of other benefits. Details of these benefits are available at [www.gwynedd.llyw.cymru/working-for-us](http://www.gwynedd.llyw.cymru/working-for-us)



# Job Advertisement

**Post: Food and Safety Officer  
(Permanent contract)**

**£32,076 - £33,945 along with Local Authority pension contribution**

Thank you for showing an interest in applying for this post. It offers an opportunity for an enthusiastic, committed, forward looking professional to join the Council's Public Protection Service.

We are looking for someone to undertake food safety, health and safety and public health work. As a minimum candidates should have a higher diploma in a science based or relevant subject. We would welcome applications from those with a higher certificate in food control or diploma in occupational health and safety, or a similar qualification. The individual will be fluent in both Welsh and English.

Previous experience in the area is desirable, however we will offer the successful candidate relevant training. Good communication, literacy and IT skills are essential.

All details about the post, other background details and information about how to apply are available on the Council website [www.gwynedd.llyw.cymru/jobs](http://www.gwynedd.llyw.cymru/jobs)

If you would like an informal conversation about the post, contact the Public Protection Manager (Food and Safety) by e-mailing [food@gwynedd.llyw.cymru](mailto:food@gwynedd.llyw.cymru) or phone **01766 771000**. We look forward to receiving your application.



[www.gwynedd.llyw.cymru/jobs](http://www.gwynedd.llyw.cymru/jobs)





# Job Description

## PURPOSE OF THE POST

- Contribute towards the effective implementation of the Council's policies in relation to the protection of the public and legally compliant businesses by promoting a high level of conformance with public protection legislation and best practice standards.
- Ensure that the people of Gwynedd are at the heart of everything we do.

## RESPONSIBILITIES FOR FUNCTIONS (e.g. staff, budgets, equipment)

- Equipment – Day to day responsibility for ensuring that the condition of equipment used is acceptable and safe, including personal protective equipment.
- Finance – Responsible for money, for example, when purchasing food samples or receiving and processing cash from market or fair traders.

## MAIN DUTIES

- The enforcement of legislation which falls under The Public Protection Service's remit where the post holder has the appropriate authorisation and qualifications to do so.
- Provide businesses, members of the public and other authorities/agencies with advice.
- Specifically, the post holder will usually undertake work in the following public health fields:
  - a) Food Hygiene
  - b) Food Standards
  - c) Health and Safety in the Workplace
  - d) Communicable Diseases
  - e) Drinking Water Supplies
  - f) Licensing
- Where required, to lead on one or more fields of work (for example, the enforcement of shellfish regulations, communicable disease, a specific licensing regime, private water supplies or as the main point of contact for the Food Standards Agency) and disseminate relevant information relating to the subject to other members of the service.
- Complete specific work programmes or surveys which may involve the use of specialist equipment.
- Where required, take enforcement action to deal with significant contraventions, subject to oversight by Public Protection Officers and, where possible, the approval of a Public Protection Manager.

## MAIN DUTIES (continued)

- Assist with complex investigations which relate to food fraud, food labelling, the health and safety arrangements of businesses or licensing matters.
- Respond to requests for service and complete programmed inspections within the set target times which have been adopted by the service.
- To assist with the provision of advice initiatives and educating businesses.
- Respond promptly and appropriately to emergencies, in line with the powers listed in the post holder's authorisation.
- Undertake risk assessments of business practices, private water supplies and communicable disease and prioritise effort as appropriate.
- To take formal and informal samples, including shellfish, on behalf of the Authority.
- Investigate instances of communicable disease. This may involve attending a clinical setting.
- Represent the Council as a witness in courts of law.
- Comply with the Council's monetary policies and guidelines with specific reference to any fees received.
- Supervise the work of other members of staff namely students and individuals under training, as appropriate.
- Record work using the methods available and within prescribed time periods.
- Deputise for other officers as circumstances demand.
- Responsibility for self-development.
- Ensure compliance with Health and Safety rules in the workplace in accordance with the responsibilities noted in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.
- Operate within the Council's policies in relation to equal opportunities and equality.
- Responsible for managing information in accordance with the Council's information management guidelines. Ensure that personal information is treated in accordance with Data Protection legislation.
- Commitment to reducing the Council's carbon emissions in accordance with the Carbon Management Plan, and to encourage others to act positively towards reducing the Council's Carbon Footprint.
- Undertake any other reasonable duty which corresponds to the salary level and responsibility level of the job.
- Responsibility to report any worry or suspicion that a child or vulnerable adult is being abused.

## SPECIAL CIRCUMSTANCES (e.g. the need to work unsociable hours, special working arrangements etc.)

- On occasion the post holder may be required to undertake inspections in dirty / undesirable environments.
- From time to time the post holder will be required to work during antisocial hours.
- The post holder may be required to assist with the planning, implementation and review of projects designed to improve the health and wellbeing of Gwynedd residents.



# Person Specification

## Personal Attributes

### Essential:

- Assertive.
- Able to work alone when required.
- Able to work as a team member.
- Able to work under pressure.
- Positive.
- Unbiased.
- Tactful.
- Able to cope with change.
- Confident.
- Integrity.
- Physically fit.
- Able to work to and achieve targets.
- Able to cope with difficult situations.
- Flexible attitude towards working hours, location and duties.
- Be willing to acquire further professional skills and qualifications.

## Qualifications and Relevant Training

### Essential:

- Diploma or equivalent qualification (Higher National Diploma, Higher National Certificate or National Vocational Qualification level 4 or above) in a science based subject or a subject relevant to the post such as:
  - A Higher certificate in food control; accredited by the Chartered Institute of Environmental Health;
  - NEBOSH Diploma in Occupational Health and Safety.

### OR

- Degree in a science based subject

### Desirable:

- Registered as a food safety practitioner with the Chartered Institute of Environmental Health or as a food safety officer with the Scottish Food Safety Officers Registration Board.
- Additional qualifications in the field of Environmental Health, particularly in food safety / health and safety.
- Experience of working in public health.

# Person Specification (continued)

## Relevant Experience

### Essential:

The ability to achieve targets and meet deadlines.

### Desirable:

- Experience in the field of local authority enforcement work.
- Demonstrable competency for undertaking high risk food hygiene /standards inspections as required by the Food Law Code of Practice (Wales).
- Previous experience as an appointed inspector under the Health and Safety at Work Act 1974.
- Involvement in proactive work and health promotion initiatives.

## Skills and Specialist Knowledge

### Essential:

- IT skills (e.g. MS Word, Excel)
- Full Driving Licence.
- Good arithmetical and literacy skills.
- Good communication skills, verbal and written in both the medium of Welsh and English.
- Ability to produce concise, clear and accurate reports.
- Ability to deal effectively with change and dynamic situations.

### Desirable:

- Enhanced IT skills – use of specialist software for data capture and analysis , generating reports.





# Person Specification (continued)

## Language Requirements

### **Listening and Speaking - Advanced**

Able to follow a conversation or discussion through the medium of Welsh and English on a professional level and discuss general day-to-day topics in the sector in order to present information and express opinions. Able to give a pre-prepared presentation and respond to any comments and questions on it in Welsh or English.

### **Reading and Understanding - Advanced**

Ability to understand standard written Welsh and English; both formal and informal. Able to gather information from various sources such as letters, reports and articles in Welsh and English in order to fulfil the post.

### **Writing - Advanced**

Present written information confidently by letter, more detailed and technical report formats, and respond to written requests conveying information, ideas and opinions through the medium of Welsh and English. (Assistance is available to check the language.)



Cymraeg

# Application Process

To apply for the post, go to [www.gwynedd.llyw.cymru/jobs](http://www.gwynedd.llyw.cymru/jobs)

We ask that you review the Job Description and Person Specification and complete your application in accordance with the requirements.

Applications to be submitted by 10am on 8 November 2024, with interviews to be held soon afterwards.

If you have any questions about the process, e-mail [DesgAdnoddauDynol@gwynedd.llyw.cymru](mailto:DesgAdnoddauDynol@gwynedd.llyw.cymru)

