



# Health Protection Officer

## Regulatory Services, Place Economy and Environment

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

### **Purpose and impact:**

1. To ensure that West Northamptonshire Council fulfils its statutory obligations including food safety, health & safety, infectious disease control and private water supplies.
2. To provide specialist advice to the public, businesses, elected members, planning, licensing and others to fulfil statutory obligations and the Council's strategic priorities.
3. To support the Business Development Manager and other members of Regulatory Services in their role and duties.

### **Accountable to:**

This role is accountable to the Business Development Manager. The role sits within the Health Protection & Business Support Team, Regulatory Services part of the Place, Economy and Environment Directorate in West Northamptonshire Council.

## Responsibilities:

1. To carry out statutory food safety, health & safety, private water supply, infectious disease control and other inspections/interventions at local businesses in accordance with current law, procedures, policy and guidance; within agreed timescales and occasionally outside of normal working hours. Using problem solving skills, make decisions and take action where appropriate to ensure that businesses comply with the relevant law.
2. To respond to and action service requests and investigate complaints; Where required, take the lead on complex complaints and investigations.
3. Use a range of enforcement tools (including persuasion and effective communication) to seek compliance, including verbal and written warnings; use of licence conditions and prior approval; formal notices and legal proceedings in accordance with the Council's Enforcement Policy.
4. To provide technical specialist support and advice to the public, businesses, elected members, other teams, primary authorities and other organisations. Some of which may be on a commercial basis.
5. To carry out and participate in any promotional or educational activities to help ensure the health of the public and workforces.
6. To effectively manage personal workloads and maintain accurate and comprehensive records/notes of activities carried out and ensure that they are retrievable.
7. To undertake any other specialist duties commensurate with the level of the post under the general direction of the Business Development Manager.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to enforce relevant legislation.	E	A, I
Demonstrate effective ability to use management information systems to manage caseloads.	E	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A, I
Excellent interpersonal and verbal communications skills with an ability to relay information to stakeholders, businesses and members of the public in an effective manner.	E	A, I
Excellent written communication skills with ability to maintain clear and concise factual records and to write formal documents and reports.	E	A, I
Ability to deal calmly with difficult situations and people in confrontational situations.	E	A, I
Ability and willingness to work as part of a team	E	A, I
Ability to lead group educational activities and present to a range of audiences.	D	A, I, P
Business acumen and experience of the Primary Authority Scheme.	D	A, I

Knowledge:	Essential / Desirable	Measured by
Understanding of the Food Law Code of Practice Competency Framework to demonstrate the ability to carry out relevant Official Controls i.e. Inspection, Audit, Sampling for analysis, Monitoring, Surveillance and Verification	E	A, I
Understanding of the powers within the Health and Safety at Work etc. Act 1974 to demonstrate the ability to carry out relevant interventions.	D	A, I
Technical knowledge of taking private water supply samples and assessing the risks presented from the supplies.	D	A, I
Detailed comprehensive knowledge of relevant law, guidance, policy and procedures	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Delivery of a range of Food Safety Official Controls detailed in the Food Law Code of Practice within the last 3-years.	E	A, I
Delivery of a range of the Health & Safety National/Local Priority interventions detailed in LAC 67/2 within the last 3-years.	D	A, I
Post-qualification specialism in food safety and/or health & safety enforcement.	D	A, I
Working in local government.	D	A, I

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Higher Certificate in Food Premises Inspection or equivalent qualification.	E	A, D
NEBOSH National General Certificate/Diploma or equivalent qualification.	D	A, D
Membership of a relevant professional body e.g. The Chartered Institute of Environmental Health, and completion of appropriate and sufficient continued professional development.	D	A, D
Environmental Health Degree.	D	A, D
Relevant trainer/education qualification.	D	A, D
CATG Certificate of Competence for sampling private water supplies.	D	A, D
Full UK driving licence and access to a vehicle	E	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37 per week	<b>Primary work base:</b>	Northampton with some work at Towcester and Daventry
<b>Job family band:</b>	RT07	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£38,234 - £40,778	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and, subject to business need, when not working from an office you will be working remotely (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

