

## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### JOB DESCRIPTION

<b>Job Title:</b> Environmental Health Officer (EHO)/Food and Safety Officer/Graduate EHO	<b>Grade:</b> 9 (8 for Graduate EHO until qualified)	
<b>Directorate:</b> Regulatory Services	<b>Service:</b> Regulatory Services	
<b>Post No:</b> DD23	<b>JE Ref:</b>	<b>Date of Issue:</b> January 2026
<b>Responsible to:</b> Food and Safety Lead		

#### Main Purpose of Job:

1. To be responsible for the efficient execution of the range of duties reasonably requested of and commensurate with the professional competence of a qualified Environmental Health Officer (EHO)/Food and Safety Officer/Graduate EHO. Including undertaking inspections, investigations and appropriate follow up actions including advice, support and enforcement action.
2. To secure the implementation of the Council's policy objectives and strategies for Regulatory Services, as they affect the Food and Safety team.

#### Main Tasks/Duties/Responsibilities

1. To carry out the range of duties reasonably expected of, and commensurate with the professional competence of an Environmental Health Officer/ Food and Safety Officer/Graduate Environmental Health Officer. The range of duties include:
  - Food Hygiene Inspections/Audits
  - Food Hygiene Official Controls/Non-official Controls
  - Inspections/Audits of high risk approved food manufacturers under Regulation (EC) 853/2004
  - Implementation of the national Food Hygiene Rating Scheme (FHRS)
  - Health and Safety inspections and investigations at premises where Newcastle-under-Lyme Borough Council (NULBC) are the enforcing authority.
  - Food/Water/Environmental Sampling
  - Public Health licensing of tattooists/piercing establishments etc.
  - Investigation of resident/consumer complaints
  - Public Health investigations and inspections including communicable disease investigations
  - Provision of professional advice to planning and licensing teams.

2. To inspect premises, investigate complaints, and initiate any informal or enforcement action required. Accurate use and inputting of data on our IT database and Information Management Systems.
3. To be specifically responsible for the execution of the range of duties from time to time assigned to the service.
4. To be responsible for properly implementing the Council's Policies, Financial Regulations, Delegated Powers and other requirements in connection with the function.
5. To prepare, or assist in the preparation of, such reports and financial or statistical information as may be required, including matters relating to annual reports and reports to Council or Committees.
6. To attend such Council, Committee or other meetings with outside bodies as required as a representative of the team and/or Council and if necessary, report thereon.
7. To be responsible for the safe keeping of all equipment assigned to the team/individual.
8. To undertake day to day/on-site supervision of such nominated technical staff or trainees that may be assigned to the team.
9. To remain aware and up to date of legal and technical developments within the professional function and specifically within the field of sectional, specialist responsibility.
10. To assist in the formal training of Trainee/Student Environmental Health Officers, Technical and such other staff as may from time to time be assigned to the team.
11. To undertake duties out of office hours and at weekend as necessary.
12. To participate in any call out/standby services operated by the Council outside normal office hours and at weekends as required.
13. Ability to work flexibly with changing priorities.

#### **Occasional Tasks/Duties/Responsibilities**

1. To prepare or assist in the preparation of, such material as is necessary for talks, lectures or presentations (for use inside the Council or to external bodies) and if required participate in the presentation of these activities.
2. To prepare evidence, legal case files and attend court, tribunals, appeals and hearings to present the council's evidence.
3. To work at other locations or in other sections as the Environmental Health Manager may reasonably require.

4. To attend Technical Group meetings in absence of Food and Safety Lead.
5. To undertake, as required, functions outside the assigned team responsibilities to provide short term cover for other Environmental Health duties should urgent need arise.

### **General**

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy and identified Key Performance Indicators.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be aware of and carry out your responsibilities under the Council's Policy and Guidance relating to Safeguarding Children and Vulnerable Adults.
8. To be aware of and carry out a role in relation to the Council's responsibilities as a responder in relation to civil contingencies.
9. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

**This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.**

## Disclosure of Criminal Convictions

Due to the nature of the duties associated with this post, it is considered to be covered by the Rehabilitation of Offenders Exemptions Order 1975 (as amended) and is a Regulated Position as defined by the Criminal Justices and Courts Services Act 2000.