

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Environmental Health Officer (EHO)/Food and Safety Officer/
Graduate EHO

Grade: 9
(Grade 8 for Graduate EHO)

Post Ref: DD23

Date: January 2026

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	<p>EHO/FOOD AND SAFETY OFFICER POST:</p> <p>Experience of working within the field of Food Hygiene/Health and Safety enforcement/Health Protection.</p> <p>Detailed current knowledge of Food Hygiene/Health and Safety legislation.</p> <p>Must have demonstrable knowledge and/or experience in:</p> <p>High Risk Food Hygiene Inspections/Audits, Official Controls, Reactive Investigations and implementation of the national Food Hygiene Rating Scheme.</p>	Application form/Interview	<p>Experience in identifying, initiating and undertaking regulatory action.</p> <p>Further qualifications and experience in Health and Safety at Work enforcement and Health Protection e.g. NEBOSH certificate/diploma or NVQ.</p>

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
	<p>GRADUATE POST:</p> <p>Knowledge/experience of working within the field of Food Hygiene regulation in an Environmental Health context.</p> <p>Knowledge of Food Hygiene and Health and Safety at Work legislation</p>		
<p>(2) Formal Academic Qualifications</p>	<p>EHO Post:</p> <p>BSc/MSc in Environmental Health.</p> <p>Certificate of Registration awarded by the EHRB to practice as an Environmental Health Practitioner or CIEH Registered/Chartered Environmental Health Practitioner (or equivalent).</p> <p>Up to date FSA Competency Assessment in line with Food Law Code of Practice (or equivalent).</p> <p>And 5 GCSEs at grade A-C (or equivalent) including English and Maths.</p> <p>FOOD AND SAFETY OFFICER :</p> <p>Higher Certificate in Food Control or Advanced Professional Certificate in Food Hygiene and Standards Control</p>	<p>Application Form/ Certificates</p>	<p>A relevant post graduate qualification. (NEBOSH Certificate/Diploma etc).</p> <p>Lead Auditor Qualification</p> <p>Additional training in auditing HACCP systems, approved premises procedures/food technologies.</p> <p>As above.</p>

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
	<p>and registered as a CIEH Food Safety practitioner (or equivalent).</p> <p>Completed FSA Competency Assessment in line with Food Law Code of Practice.</p> <p>And 5 GCSEs at grade A-C (or equivalent) including English and Maths.</p> <p>GRADUATE POST:</p> <p>BSc/MSc in Environmental Health or BSc EHP apprenticeship.</p> <p>And 5 GCSEs at grade A-C (or equivalent) including English and Maths.</p>		
(3) Vocational Qualifications and Training	<p>Current valid driving licence.</p> <p>To have or be prepared to undertake additional training including post graduate qualifications.</p>	<p>Application form / Production of Licence/Certificates</p> <p>Interview</p>	<p>Membership of the Chartered Institute of Environmental Health, IOSH or similar professional bodies.</p>
(4) Specialist Knowledge	<p>Ability to investigate and collect appropriate evidence for enforcement matters and use the Police and Criminal Evidence Act.</p> <p>Ability to prepare and collate evidence files for legal proceedings.</p>	<p>Interview/ Application Form</p>	<p>Experience of a full range of Food Safety, Health and Safety at Work and Health Protection work.</p> <p>Evidence of continuing professional training and development.</p>

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
	Working knowledge of Microsoft applications sufficient to input and retrieve data using packages such as Word, Excel and Outlook for email. Ability to update IT databases with accurate and timely information.		
(5) Special Working Conditions	<p>Must have access to a vehicle that the postholder is prepared to use for work purposes.</p> <p>Flexible working hours – may have to commence early and finish late on occasions. Requirement to work evenings and weekends at short notice.</p> <p>To participate in the services out of hours on-call rota and response.</p> <p>To undertake a suitable role in relation to the Authorities Civil Contingencies responsibilities.</p> <p>All employees are required to comply with the Authority's No Smoking Policy.</p>	Interview/ Application Form.	

Competency	Behaviours	How Assessed
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Planning and Organising	1. 2.	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure. Accepts constructive feedback and makes adjustments accordingly.	Interview/Application Form
Organisational Development	3. 4.	Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance. Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.	Interview/Application Form
Communication	5. 6. 7. 8. 9. 10.	Communicates information clearly, accurately, positively and in a timely manner. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others. Demonstrates required skill in all forms of written oral and technological communication. Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds. Explains reasons for the actions and seeks others opinions. Shows an awareness of how their actions affect others.	Interview/Application Form

	11.	Find opportunities to meet people, members and get to know them better, gain trust and understand their point of view.	
Focusing on our citizens	12. 13.	Anticipate communities' likely future needs and put plans in place to address them. Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	Interview/Application Form
Leadership	16. 17. 18. 19.	Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public. Has the ability to negotiate and influence others to obtain a 'win win' solution. Makes decisions confidently and quickly when necessary. Effectively works with partners, whilst establishing new partnerships working and influencing key stakeholders and partners to contribute to the Authority's objectives.	Interview/Application Form
Strategic Thinking	20. 21.	Agrees shared goals and processes with key stakeholders when there may be benefit in collaborating. Creates or contributes to the creation of long term plans for the service area based on the vision for the service area and the overall Authority.	Interview/Application Form

Managing Change	22. 23.	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities. Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	Interview/Application Form
Performance Management	24. 25.	Evaluate mistakes and learn from them. Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.	
Living the values	26. 27. 28. 29. 30.	Demonstrates and champions equalities in the treatment of others and in the delivery of services. Express pride in what the Council does and uphold the reputation of the Council. Demonstrate high standards of personal and professional conduct and be a role model to others. Ensure actions are in line with what citizens should expect from Council employees. Is prepared to admit to having made a mistake.	Interview/Application Form
Health and Safety	31. 32.	Demonstrates basic understanding of Health and Safety responsibilities within the workplace. Demonstrates an ability to ensure any agreed safety rules or procedures are effectively implemented within their areas	

		of responsibility whilst helping others to understand their responsibilities and obligations.	
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