

PERSON SPECIFICATION

Job Title:	Environmental Health Officer (EHO)/Food and Safety Officer	Grade:	Grade 9
Directorate:	Sustainable Environment and Operations	Service:	Environmental Health
Post No:	DD37	Date of Issue:	June 2026
Responsible to:	Food & Safety Lead Environmental Health Manager		

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATION (EHO)	BSc/MSc in Environmental Health	✓		A/D
	Certificate of Registration awarded by the EHRB to practice as an Environmental Health Practitioner or CIEH Registered/Chartered Environmental Health Practitioner (or equivalent)	✓		A/D
	Up to date FSA Competency Assessment in line with Food Law Code of Practice (or equivalent).	✓		A/D
	And 5 GCSEs at grade A-C (or equivalent) including English and Maths	✓		A/D
	Membership of CIEH, IOSH or similar professional body.		✓	A/D
QUALIFICATION (FSO)	Higher Certificate in Food Control or Advanced Professional Certificate in Food Hygiene and Standards Control and registered as a CIEH Food Safety practitioner (or equivalent).	✓		A/D
	Completed FSA Competency Assessment in line with Food Law Code of Practice.	✓		A/D
	And 5 GCSEs at grade A-C (or equivalent) including English and Maths.	✓		A/D
	Membership of CIEH, IOSH or similar professional body.		✓	A/D

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
EXPERIENCE	Experience of working within the field of Food Hygiene/Health and Safety enforcement/Health Protection.	✓		A/I
	Detailed current knowledge of Food Hygiene/Health and Safety legislation	✓		A/I
	Must have demonstrable knowledge and/or experience in: High Risk Food Hygiene Inspections/Audits, Official Controls, Reactive Investigations and implementation of the national Food Hygiene Rating Scheme	✓		A/I
	Of providing a high-level customer service to internal / external customers via phone, e-mail and in-person.	✓		A/I
	Experience in identifying, initiating and undertaking regulatory action	✓		A/I
	Further qualifications and experience in Health and Safety at Work enforcement and Health Protection e.g. NEBOSH certificate/diploma or NVQ.		✓	A/I
	Ability to investigate and collect appropriate evidence for enforcement matters and use the Police and Criminal Evidence Act.	✓		A/I
	Ability to prepare and collate evidence files for legal proceedings.		✓	A/I
	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.	✓		A/I
	SKILLS & COMPETENCIES (Planning & Organising)	Adapts and works effectively in different situations in order to carry out a variety of tasks, whilst remaining calm and level-headed under pressure.	✓	
Accepts constructive feedback and makes adjustments accordingly plus has an 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.		✓		A/I
Is prepared to admit to having made a mistake.				
Communicates information clearly accurately, positively and in a timely manner as well as listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.		✓		A/I

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
	Demonstrates required skill in all forms of written oral and technological communication.	✓		A/I
	Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds.	✓		A/I
BEHAVIOURS (Focusing on Citizens)	Provides excellent service to external / internal customers by focusing on understanding and meeting customer needs.	✓		A/I
	Explains reasons for the actions and seeks others opinions. Shows an awareness of how their actions affect others.	✓		A/I
	Responds to requests in a timely and courteous manner and always strives to represent a positive image of the Council.	✓		A/I
	Aspire to be better and exceed expectations and promote a positive 'can do' attitude plus evaluate mistakes and learn from them	✓		A/I
	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.	✓		A/I
BEHAVIOURS (Leadership)	Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public	✓		A/I
	Demonstrates and champions equalities in the treatment of others and in the delivery of services	✓		A/I
	Has the ability to negotiate and influence others to obtain a 'win win' solution.	✓		A/I
	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	✓		A/I
	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.	✓		A/I

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
OTHER	Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team.	✓		A/I
	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.		✓	A/I
	Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	✓		A/I
	Full valid driving licence and access to a vehicle for work purposes.	✓		A/D
	Ability to work flexibly, including evenings and weekends. Participation in occasional out-of-hour response as required.	✓		A/I
	To participate in the services out of hours on-call rota and response.	✓		A/I
	To undertake a suitable role in relation to the Authorities Civil Contingencies responsibilities.	✓		A/I
	All employees are required to comply with the Authority's No Smoking Policy.	✓		A/I

Key:

A = Application
I = Interview and /or Test
D = Documentation