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| **Group:** |  |
| **Division:** | PHP & COMMUNITY SERVICES |
| **Section:** | FOOD, HEALTH & SAFETY |
| **Sub Section:** | CONTACTING & TRACING - ENFORCEMNT |
| **Post Title:** | FOOD AND COMMUNICABLE DISEASE ASSISTANT (ENFORCEMENT) EXT FUNDED |
| **Vision Post Number:** | 17194 |
| **Grade:** | GR9 |
| **Responsible to:** | SENIOR ENVIRONMENTAL HEALTH OFFICER |
| **Posts Reporting to this Post:** | N/A |
| **Team:** | SENIOR HEALTH OFFICER FOOD AND HEALTH & SAFETY TEAM |
| **DBS Required Level:** | N/A |
| **Location:** | TY ELAI |
| **Date of Description:** | SEPTEMBER 2020 |

## Job Description & Person SPECIFICATION

**Key Objectives**

**To carry out the Authority’s duties in relation to alternative enforcement strategies in low risk food premises and Communicable Disease legislation**

# SPECIFIC RESPONSIBILITY

**To co-ordinate and undertake the Authority’s alternative enforcement strategies for low risk food premises**

**To assist with the inspection of food premises where Rhondda Cynon Taff County Borough Council is the proprietor**

**To work as a member of local Community Contact Tracing Team as and when required.**

**Review contact list provided by The Professional Leads or officers within the Regional Team.**

**Interview individuals who have already been identified as symptomatic and confirmed as having Covid -19**

**Complete electronic dataset that will calculate risk of transmission**

**Advise individuals on next steps- scripts will be verbatim from PHW/PHE advice (no clinical assessments will be required)**

**Support, reassure and document conversations on E system (training will be provided on system)**

**Escalate any concerns to the Professional Leads**

**To carry out revisits to the above categories of premises**

**To carry out revisits on behalf of the EHO’s**

**To investigate food poisoning incidents or outbreaks**

**To provide advice to businesses and the public**

**To carry out health and safety responsibilities in accordance with the Division’s Health and Safety Responsibilities document**

**Any other duties commensurate with the grade as directed by the Line Manager, or as a mutually agreed development opportunity**

To carry out health and safety responsibilities in accordance with the Division’s Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

*Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).*

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

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| **ATTRIBUTE** | ESSENTIAL | **DESIRABLE** |
| KNOWLEDGE/EDUCATION | Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online [www.rctcbc.gov.uk/WelshSkills](http://www.rctcbc.gov.uk/WelshSkills) | Welsh Language Level 2 to Level 5.  For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.  Knowledge of Microsoft Office suite  Qualification in HACCP Principles  Understanding of Infectious Diseases  Possess a food hygiene certificate at intermediate or advanced level  Higher Certificate in Food Premise Inspection. |
| EXPERIENCE | Dealing with confidential and sensitve data. | Experience at working in an enforcement environment  Experience in food hygiene and/or health and safety matters |
| **COMPETENCIES** |  | |
| 1. **Working in Partnership and Teams** | **Builds lasting, positive and supportive relationships with a wide variety of people** | |
| 1. **Communicating Effectively** | Communicates clearly and concisely  Cascades and shares information appropriately - on time to the right people | |
| 1. **Professional Expertise and Development** | Analyses and evaluates information and data accurately  **Understands and complies with external requirements, standards and benchmarks** | |
| 1. **Achieving Results** | Makes the best possible use of time  **Consistently meets deadlines** | |
| 1. **Focusing on Service Users** | **Uses professional knowledge and expertise to raise standards of service for customers** | |
| SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS | Ability to work weekends and unsociable hours.  Ability to travel independantly to meet the requirements of the post | |