



JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	PHP & COMMUNITY SERVICES
Section:	FOOD, HEALTH & SAFETY
Sub Section:	CONTACTING & TRACING - ENFORCEMENT
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

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.

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	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 sensitive data.	Experience at working in an enforcement environment Experience in food hygiene and/or health and safety matters
COMPETENCIES	Tech. Specialist and Prof. Competency Framework	



1. Working in Partnership and Teams	Builds lasting, positive and supportive relationships with a wide variety of people
2. Communicating Effectively	Communicates clearly and concisely Cascades and shares information appropriately - on time to the right people
3. Professional Expertise and Development	Analyses and evaluates information and data accurately Understands and complies with external requirements, standards and benchmarks
4. Achieving Results	Makes the best possible use of time Consistently meets deadlines
5. 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