

Job description

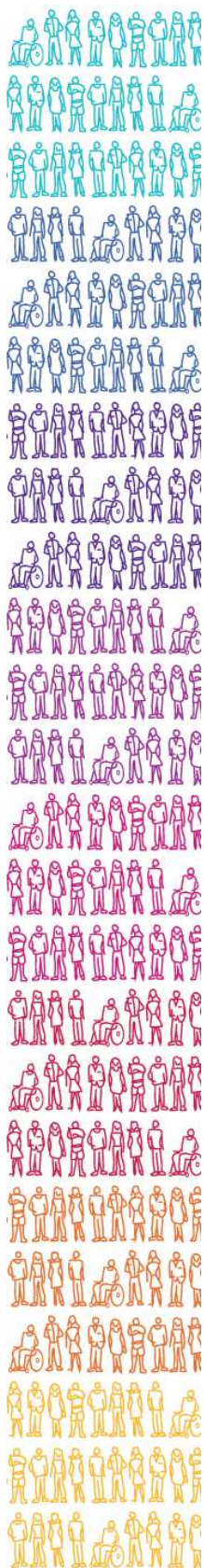
Food & Workplace Safety Technical Officer/ Environmental Health Officer (EHO)

Immediate team	Food & Workplace Safety Team
Service team	Environmental Services
Line manager's job title	Food & Workplace Safety Team Leader
Number of direct reports	0
Salary and grade	Career graded Grade 5-6 Food & Workplace Safety Technical Officer Grade 5 £37,870 - £44,747 EHO Grade 6 £44,747 - £51,005
Duration of role	Permanent
Hours per week	37
Location	The designated office base is Abbey House, Abingdon. The councils operate in a truly flexible, and hybrid way where the focus is on outcomes not where you work.
Employing council	South Oxfordshire DC
Probationary period	Six months
Notice period	One month
Annualised hours apply	Yes
DBS check required	No
Date job description updated	17 November 2025

About the role and what we're looking for

Job Purpose

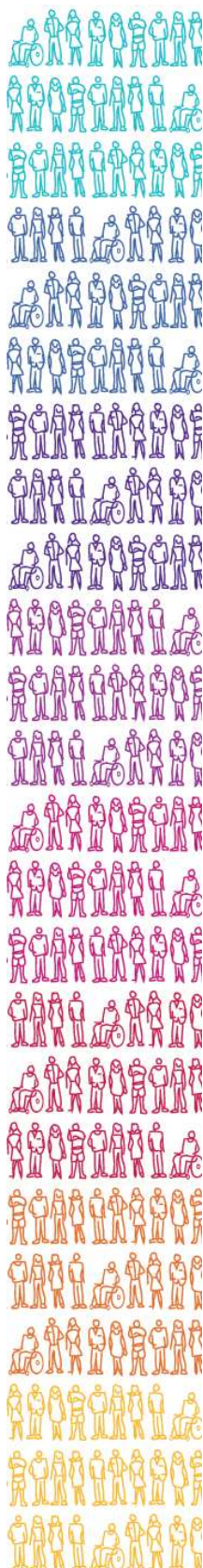
- To enforce the Councils' statutory obligations and policies in respect of the duties undertaken by the Food & Workplace Safety Team and carry out the caseload responsibilities of a Food & Workplace Safety Technical Officer /EHO



- To contribute to effective service delivery by improving environmental health and public health standards in the community and ensuring the procedures supporting this delivery are robust and correctly followed
- To maintain awareness of all legislation, professional and technical developments and new initiatives nationally or locally in respect of the functions of the service.

Main duties and responsibilities

- Undertake detailed food hygiene interventions in lower risk category D and category E risk categories
- Undertake detailed food hygiene interventions in all risk categories and types of premises (G6)
- Undertake health and safety projects in all local authority enforced premises
- Investigate service requests related to the service area including reportable accidents and dangerous occurrences and cases of food poisoning and infectious disease
- Participate in the sampling programme
- Seize unfit food or make arrangements for the disposal of voluntary surrendered food following departmental guidelines (G6)
- To deal with applications for skin piercing registration
- Assist in the development of the Councils primary authority partnerships and commercialisation of the service
- Assist with the delivery of training courses
- Participate in and organise public health promotional campaigns
- Carry out the duties of the smoke-free requirements
- Consistently demonstrate a working knowledge of food hygiene. Health and safety and skin piercing legislation and technical developments
- Assist with the development of team operational policies and procedures
- Undertake enforcement action as appropriate and in line with the Councils enforcement policy, including the service of notices and preparation of legal reports
- Represent the Councils at appropriate meetings, working parties or committees as directed
- Research, write and present detailed reports as required
- Maintain accurate premises files, case notes, information on the Councils' databases and where necessary instruct such information to be inputted in order to maintain accurate information so that the Team can satisfactorily discharge its responsibilities and monitor its achievements locally and through national returns
- Participate in staff and Graduate training



- Work unsocial hours including evenings and weekends where there is a service need

The duties may vary from time to time without changing the nature of the post or the level of responsibility and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About you

Your essential qualifications

1. You will need one of the following qualifications to meet G5
Possession of Chartered Institute of Environmental Health (CIEH) accredited BSc or MSc in Environmental Health degree or apprenticeship
OR
CIEH accredited Higher Certificate in Food Control
OR
CIEH accredited Advanced Professional Certificate in Food Hygiene and Food Standards Control
OR
Higher Certificate in Food Premises Inspection

Your essential skills, knowledge and experience

2. Experience of inspecting premises and investigating complaints requiring an in-depth knowledge of appropriate legislation and the use of appropriate enforcement action
3. Wide range of enforcement experience and the investigation of complex cases (requirement for G6)
4. Ability to communicate, both verbally and in writing effectively with colleagues and customers at all levels
5. Competent information technology user and ability to maintain accurate information
6. CIEH Chartered or Registered Environmental Health or Food Safety Practitioner OR have an Environmental Health Registration Board (EHRB) Registration certificate OR Institute of Occupational Safety and Health (IOSH) Diploma or equivalent health and safety enforcement practitioner qualification (requirement for G6)

If you have the following experience or qualifications – it's a bonus

- Ability to progress projects and enforcement cases in a timely manner (with limited supervision G6)



- Demonstrate ability to make and implement decisions
- Comply with competency requirements for authorised officers as detailed in the Food Standards Agency Code of Practice

Your style and behaviours

- Ability to assess and prioritise risk
- Proven team working skills
- Strong customer focus
- Excellent negotiation skills
- Strong analytical and problem-solving skills
- An enthusiastic and proactive approach to work with an ability to work under pressure and prioritise effectively to meet deadlines
- Display accountability and responsibility
- Positive, co-operative and flexible approach to work
- Self-motivated and methodical exhibiting self-discipline
- Professional as well as acting corporately in all circumstances

Work related requirements:

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Yes
Politically sensitive post	No
DBS check required	No
Full driving licence and use of a car for work	Yes
This role requires you to drive a company vehicle for work	No

About us

Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.

Our Values



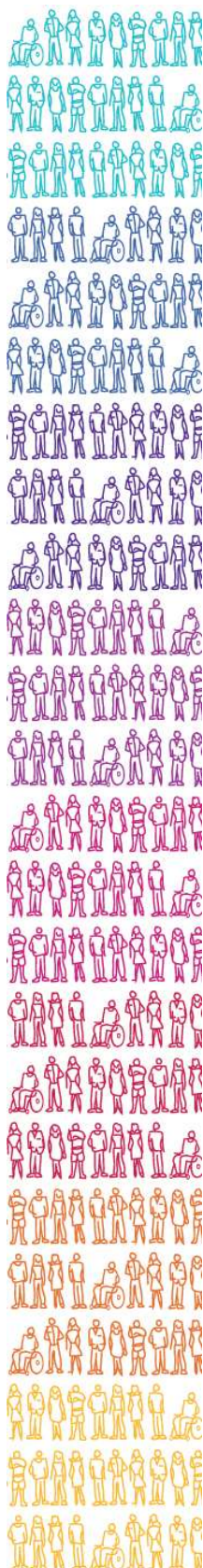
Working Together

We are a committed professional team, who embrace change and help one another improve



People and Planet

We care about each other and the environment we share



Respect

We act with integrity, and champion diversity and inclusivity



Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



Approachability

We are open, honest and accessible

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.

The benefits we offer

- Payment of annual CIEH **professional membership fee**
- A basic 25 days **annual leave** per annum, rising to 30 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- **Flexible working and annualised hours** – a flexible approach to work that our employees love!
- **Salary pay awards** – most jobs give scope for a pay increase after six months or the following April (depending on your start date) and we also review salaries each April.
- A generous career average **pension** scheme which includes life insurance of three times your salary
- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!
- Various schemes to **keep you healthy** (reduced gym membership, free swims, free eye tests for DSE users and more)
- We give you two days per year to **volunteer** within the local community.
- A range of resources, support, and activities to help you maintain your **wellbeing** including a monthly wellbeing hour in addition to annualised hours (the ability to work flexibly as long as, over the course of the year, you complete your contracted hours) and annual leave.



How to apply

Having read about our role if you have any questions please email Lisa Richards at lisa.richards@southandvale.gov.uk

If this job excites you please complete our online application at
<https://myrecruitment.southandvale.gov.uk/>

We look forward to hearing from you.