### Job description

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| **Environmental Health Officer** | |
| **Immediate team** | Food and Workplace Safety |
| **Service team** | Housing and Environment |
| **Line manager’s job title** | Food and Workplace Safety Team Leader / Senior Environmental Health Officer |
| **Number of direct reports** | 0 |
| **Salary and grade** | £44,747-£51,005 Grade 6 |
| **Duration of role** | Permanent |
| **Hours per week** | 37 hours per week |
| **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 District Council |
| **Probationary period** | Six months |
| **Notice period** | One month |
| **Annualised hours apply** | Yes |
| **DBS check required** | No |
| **Date job description updated** | September 2025 |

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| **About the role and what we’re looking for** | |
| This is an exciting opportunity to work in a busy and forward-looking food and workplace safety team. We work with a wide range of businesses from town centre take-aways to Michelin star restaurants, from rural artisan producers to approved manufacturers.  We are one of the highest performing authorities consistently achieving our objectives including national food inspection targets, customer satisfaction and enforcement activity.  You will be enthusiastic, dedicated, have a strong customer service  ethos and be driven to achieve targets. You’ll also need to be able to work independently and have robust self-discipline with good time management skills as this role offers a significant amount of freedom in how you deliver your workload due to our annualised hours scheme and remote working policy.  As well as one of the most flexible working environments we ensure that everyone in the team has opportunities to develop their career and professional skills and meet any CPD needs.  You’ll be responsible for undertaking the full range of duties carried out by the food and workplace safety team within a geographical area as well as working as part of the team to ensure all due food premises are inspected, health and safety projects are delivered and service requests are dealt with according to the team’s service standards.  The main duties and responsibilities are:   * Undertake food hygiene interventions in all risk categories and types of premises * Investigate food complaints and complaints relating to food premises * Undertake health and safety projects in all local authority enforced premises * Investigate complaints relating to health and safety, including reportable accidents and dangerous occurrences * Participation in the food sampling programme * Investigate cases of food poisoning and other infectious diseases * To assist in the development of primary authority partnerships and commercialisation of the service * To deal with applications for skin piercing registrations * To assist with the delivery of training courses * To help organise and participate in public health promotional campaigns * To carry out duties in relation to the smoke-free requirements * To assist with the development of operational policies and procedures for the food and safety team * To undertake enforcement action as appropriate and in line with the councils’ enforcement policy, including the service of notices and preparation of legal reports * To represent the council at appropriate meetings, working parties or committees as directed * Research, write and present detailed reports as required * To 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**   * Chartered Institute of Environmental Health (CIEH) Accredited Degree/ Diploma in Environmental Health or equivalent accepted by the Food Standards Agency   **Your essential skills, knowledge and experience**   * Chartered Environmental Health Practitioner OR a Registered Environmental Health Practitioner OR Registered Food Safety Practitioner as defined by the CIEH registration pathway   <https://www.cieh.org/professional-development/professional-registration/pathways-to-registration/> OR have Environmental Health Registration Board Registration certificate   * Experience of inspecting premises and investigating complaints requiring an in-depth knowledge of appropriate legislation and the use of appropriate enforcement action * Wide range of enforcement experience and the investigation of complex cases * Ability to communicate, both verbally and in writing effectively with colleagues and customers at all levels * Competent information technology user and ability to maintain accuracy of information   **If you have the following experience or qualifications – it’s a bonus**   * Ability to progress projects and enforcement cases in a timely manner * Demonstrate ability to make and implement decisions * Comply with the competency requirements for Authorised Officers as detailed in the Food Law Code of Practice   **Your style and behaviours**   * Proven team working skills * Excellent negotiation skills * Ability to progress work with little or no supervision * 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 * Displays accountability and responsibility * Positive, co-operative and flexible approach towards work * Self-motivated and methodical exhibiting self-discipline * Strong customer focus * 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**  A close up of a text  Description automatically generated  A close up of a sign  Description automatically generated  A yellow and black text  Description automatically generated  A close up of a sign  Description automatically generated  A close up of a logo  Description automatically generated  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 1 annual CIEH professional membership fee * A basic 25 days **annual leave** per annum, rising to 30 days after five years. In addition, 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 our 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 contact Lisa Richards, Food and Workplace Safety Team Leader on email [lisa.richards@southandvale.gov.uk](mailto:lisa.richards@southandvale.gov.uk)  If this job excites you, please complete the online application at <https://myrecruitment.southandvale.gov.uk/>  We look forward to hearing from you. | |