

# Job Profile

Position Details	
Post	Lead Public Health & Safety Officer
Service Area	Environment & Neighbourhoods, Community Safety & Enforcement, Regulatory Service, Commercial Environmental Health
Reports to	Commercial EH & TS Manager
Grade	PO5

Role Purpose
<ul style="list-style-type: none"> <li>To act as Lead officer for Commercial Environmental Health responsible for the planning and development of measures to ensure compliance of statutory duties in relation to Test and Trace, Health &amp; Safety, Infectious Disease and Outbreak Control.</li> <li>Working in partnership with the Public Health Team, PHE, NHS and the wider council in the provision of health protection support, formulating policy and procedures, responding to rapidly changing conditions to help ensure communication and processes are clear and to help ensure the team is able to operate and meet its obligations.</li> <li>To provide flexible operational support across the wider service including food, public health, licensing, and smoke free legislation.</li> </ul>

Main Responsibilities
<ol style="list-style-type: none"> <li>To provide a resource of experience, knowledge, and expertise in relation to infectious disease control and health and safety enforcement. Staying abreast and leading on developments on compliance, best practice, legislation, and other changes.</li> <li>Ensure integration of developments into operational and strategic plans or initiatives.</li> <li>Contribute to the formulation of the authority's service objectives and strategies relating to value for money.</li> <li>Contribute to the development of operational strategies identifying priorities and activities relevant to risks posed to the Borough.</li> <li>Liaise with the Director of Public Health, NHS Track and Trace and Health Protection agencies to ensure the efficient operation of the local outbreak management plan, prevention control plan and test and trace service. Liaise with Public Protections Services regionally on cross border and national issues.</li> <li>To be a competent inspector appointed under section 19, Health and Safety at work Act 1974. Investigate accidents and incidents in line with HSE and legal requirements. As a Duly Authorised Officer take such steps and make judgements during such investigation as to mitigate risk to the Council</li> <li>Review enquires and service requests received by the Commercial EH team from consumers, businesses, and other agencies. Determine appropriate investigation and action in accordance with existing enforcement policy, level of risk and appropriate local factors including resource levels.</li> <li>Allocate work to team members taking account of relative workloads and current priorities, provide feedback to management on team performance as required.</li> <li>To supervise and support officers including contract staff on complex investigations, enforcement, and project activities.</li> </ol>

10. To use your professional judgement and discretion to carry out a range of interventions based on risk, in line with all relevant statutory instruments, codes of practice, corporate policies, and centrally issued guidance.
11. Analyse internal and external intelligence and data sources to identify trends in public health capacity. Devise novel and effective operational approaches to tackle issues affecting local residents and businesses.
12. To prepare relevant protocols, procedures, guidance, and other documentation relating to health & safety and infectious disease. Ensuring effective and consistent service delivery having regard to customer care, the Council's equality objectives and senior management team.
13. To ensure that adequate records and databases are maintained including statutory registers to enable the efficient operation of the team. Assist with the timely production of information for case review, appraisals and performance indicators.
14. Provide technical advice to team manager, team members and other services on the requirements of Infectious Disease and Health and Safety legislation. Contributing to responses to Members enquiries and Freedom of Information Act Requests.
15. To carry out a personal case load of complex enforcement cases and ensure a coordinated 'joined up' approach to enforcement.
16. To act as a professional witness on matters of public health and health and safety law.
17. Prepare Committee Reports and briefings, attend Committee meetings and advise the Councils Senior Officers/Members as required.
18. Review, amend and produce website content on Public Health and Health and Safety operational work.
19. To participate in the out of hour's duty rota and respond to other service emergencies as required.
20. To deputise in the absence of the Team Manager

#### Generic Responsibilities

1. Understanding, knowledge, and ability to follow guidelines to ensure compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT. To understand the appropriate IT systems used for business improvement and promote data quality and integrity at all times including leading on statutory returns.
4. To represent the service at external strategic and operational meetings as required.
5. To work flexibly including out of hours inspection/ investigation, take responsibility for own career and personal development and actively seek ways to contribute to the Service's work programme and support other staff in achieving the service's objectives at all times.
6. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. High level of relevant knowledge of Health and Safety and Infectious Disease Control with the ability to apply that knowledge to the provision of high-quality services	E

2. Knowledge and understanding of information technology systems and the ability to implement procedures that support the Services strategic objectives and meets its client's aspirations	E
3. A sound understanding of project management and skill in the effective management of projects to successful completion on time and within budget.	E
4. A recognised occupational health qualification such as NEBOSH.	E
5. Diploma/Degree in Environmental Health and registration with EHORB or relevant qualification which has prepared the holder for the work in this area of Environmental Health. IOSH	D
6. Well-developed team working skills and the ability to work with professional and independently minded colleagues	E
7. High level of numeracy and literacy aligned with an ability to communicate effectively, orally and in written form, with a wide range of audiences	E
Ability to: work independently with little supervision; organise own workload; manage work programmes and projects; work under pressure, maintaining high quality and output; achieve set deadlines and targets, and make effective and appropriate decisions under pressure.	E
8. Demonstrate relevant experience of extensive enforcement actions. proving competence and extensive CPD.	E

Main Contacts & Other Information
<u>Main Contacts:</u> <ul style="list-style-type: none"> <li>Internal Partners of Haringey Council including Public Health, Licensing, Enforcement Services, Planning Services and Homes for Haringey</li> <li>Other Local Authorities</li> <li>External enforcing agencies such as the PHE, NHS, FSA, HSE, DEFRA, DOH, Police, Fire Authority etc</li> <li>Members of the Public</li> <li>Business Operators and Employees</li> </ul>

Organisational Structure
Please provide organisation structure chart.

### Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
√				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	√	60%	Use of a computer.	√	20%
Audio typing.	No		Crisis or conflict situations.	√	20%
Walking more than a mile.	√	1%	Manual handling.	No	
Working alone or in isolation.	√	80%	Working in confined spaces.	No	

Driving a car, van or minibus.	√	30%	Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	√	5%	Working in awkward positions, e.g. stooping, bending, reaching.	Yes	5%
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	√	1%	Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	√	5%
Outdoor work involving uneven surfaces.	√	10%	Standing or sitting for prolonged periods.	√	5%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Control and restraint.	No		Working at heights / on ladders, roof work.	√	1%
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.		
Electrical hazards.	No				

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
Thermometer and probes total responsible for care and security Camera – total responsible for care and security Mobile phone - total responsible for care and security ATP machine – responsible for care and security when in use PACE Machine - responsible for care and security when in use
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No

**Data Systems** - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

Maintaining data on M3

**Buildings** - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

No