

Job Description

Job Title	Port Health Officer
Directorate	Neighbourhoods & Housing
Service Area	Mersey Port Health Authority
Grade	7
Competency Level	1
Salary	£40,777 - £46,142
Job Type	Hybrid
Location	Port Health Administrative Buildings/Port of Liverpool
Disclosure and barring service (DBS)	Basic
Job Evaluation Ref No	

Job Purpose

To assist as a member of a team to undertake and discharge the statutory functions and policies in relation to the Port Health Service.

Directly Responsible For:

Working under the general direction of the Public Health Team Leader you will be responsible for undertaking a range of duties and discharged as required, the functions for which the Authority has a duty.

Directly Responsible To:

Public Health Team Leader

Main Areas of Responsibility:

- Carry out any work associated with the duties of the Port Health Service and contribute to sustainable development in all duties undertaken
- Have a detailed understanding of applicable legislation and provide technical advice, guidance, and support to officers within the Port Health service
- You will be responsible for undertaking official controls, including the administration of official documentation and liaising with customers on products arriving at the Border Control Post
- Investigate complaints and enquiries, assess and then instigate enforcement action relative to the Port Health function
- Carry out inspections, re-inspections and surveys relative to the Port Health function
- To initiate the service of statutory notices and other relevant evidentiary documentation, in accordance with the relevant legislation and Port Health Standard Operating Procedures. Including the preparation of notices, specifications, reports etc where authorised, sign notices
- You will support staff undertaking official checks of consignments as well as participating in various sampling programmes which include procuring samples
- Ensure all work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Port Health Service, and ensure that

all work functions are undertaken in accordance with health and safety legislation and codes of practice

- To identify, develop and progress a specialist area relating to the Port Health function
- To attend meetings, presentations, exhibitions, public inquiries, courts of law, tribunals, meetings of external agencies and voluntary organisations as a representative of the service
- Where necessary, to undertake work outside of normal office hours which will attract either payment at a rate agreed by Liverpool City Council or Compensatory leave. Subject to prior approval by the Public Health Team Leader /Head of Port Health Service
- Provide regular communication to your team to ensure everyone is engaged in the service
- Promote, market and image build the Port Health Service by way of presentations, written and visual material and any other appropriate means
- Participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service targets
- Identify training needs of the service and assist with the preparation and delivery of training plans for staff and stakeholders
- Any other duty commensurate with the grading of the post

Supervision and Management Responsibility:

- Monitor and supervise works and ensure compliance with all statutory requirements including code of practices, bylaws, regulations, Acts of Parliament etc

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Ability to work in a temperature-controlled environment
- Ability to undertake light manual handling duties
- Ability to ascend and descend vessel stairs/gangways of varying heights
- Ability to work outdoors in varying weather conditions

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken



- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree, or equivalent, in Environmental Health (A)
- Certificate of registration of the Environmental Health Officers Registration Board, or equivalent (A)

Desirable

- Meat Inspection training or experience

Experience

Essential

- Working under pressure and to changing deadlines (A/I)
- Able to work on own initiative and take decisive action as appropriate (A/I)

Desirable

- Worked across several specialist Environmental Health sectors
- Imported food control and an understanding of European legislation



Skills/Abilities

Essential

- Ability to communicate in written, oral and visual formats (A/I/P)
- To be able to apply complex legislation to a range of situations (A/I)
- Good inter-personal and customer care skills (A/I)
- Ability to undertake complex investigations (A/I)

Desirable

- Familiar with a range of IT packages, including MS Word and Excel
- Familiar with training methods, tools and techniques
- Ability to lead/deal with complex cases
- Ability to present complex information to a variety of audiences

Commitment

Essential

- Commitment to continuous improvement (A/I)
- Able to actively participate in the Standby rota, where service demands require (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council and in particular the standing and reputation of Mersey Port Health Authority

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level (A)
- A level of physical fitness commensurate with the needs of the post (A/I)
- Represent the Port Health Service at meetings and carry out investigations and inspections etc out of normal office hours (for which appropriate recompense in either overtime or compensatory leave will be made) (A/I)
- Occasional requirement to travel to meetings/training events at other locations outside the Port Health jurisdiction to meet the requirements of the job role which may require an overnight stay (A/I)

Desirable

- Full Driving Licence
- Provision of own car, insured for business use, for which casual user mileage will be paid