



## Job Description and Person Specification

### Food Health and Safety Manager

Job Details	
Grade	10
Service	Regulation and Communities
Location	Friargate
Job Evaluation Code	A6201

### Coventry City Council Values

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

**Open and fair:** We are open, fair and transparent.

**Nurture and develop:** We encourage a culture where everyone is supported to do and be the best they can be.

**Engage and empower:** We engage with our residents and empower our employees to enable them to do the right thing.

**Create and innovate:** We embrace new ways of working to continuously improve the services we offer.

**Own and be accountable:** We work together to make the right decisions and deliver the best services for our residents.

**Value and respect:** We put diversity and inclusion at the heart of all we do.

### Job Purpose

Under the general direction of the Strategic Lead – Regulation and Communities:

1. Responsible for the strategic management of the Food and Safety team by shaping a vision and direction for the service area, setting out very high expectations and with a clear focus on efficiency and customer focussed service delivery.
2. To lead on and deliver a high-quality food and safety service in such a way as to provide quality customer focused services that contribute to the achievement of the City Council's vision and objectives for a growing and sustainable city.
3. To act as the principal technical advisor and expert on food and safety and safety at sports grounds and events matters and to be responsible for technical and legal compliance with the relevant regulations.
4. Ensure the safety of the public both through the management and response of food, health and safety, infectious disease, event and sports related incidents.
5. To provide considered advice to senior colleagues and elected members on food, safety and sports grounds matters.
6. To provide considered advice and develop and review food, safety and sports ground policies.
7. To advise the Strategic Lead Regulation and Communities on all strategic aspects relating to the service area (including research and keeping up to date with all developments in the service area (legislation / funding opportunities).
8. To deputise where necessary for the Strategic Lead – Regulation and Communities representing the service at appropriate corporate, national or regional forums.



## Main Duties & Key Accountabilities

1. To provide strategic direction and management to ensure the provision of an excellent food and safety and safety at sports grounds and events service to businesses, applicants, landowners, residents, community groups, amenity groups and other interested parties and customers.
2. To coordinate and monitor available resources to ensure the effective delivery of resources.
3. To complete performance monitoring returns biannually to the Food Standards Agency and annually to the Health and Safety Executive.
4. Lead on the Council's response to audits of the safety at sports ground function by the Sports Ground Safety Authority.
5. To act as the Council's principal advisor and technical expert on food and safety and safety at events and instruct the Council's legal services in respect of compliance with associated legislation, enforcement action, prepare evidence and represent the Council at appeals, court cases, Coroners inquests and other public hearings arising from the works of the service. To lead the Council's response on complex and sensitive cases relating to food safety, health and safety in the workplace and safety at sports grounds and events.
6. To provide input into relevant committee and Elected Member meetings ensuring Elected Members of the Council are supported in their leadership and community roles and in particular providing professional advice and support to Cabinet Members.
7. Engage in the national agenda around changes in food, safety and event safety legislation and best practice to ensure Coventry has a voice and protects its citizens.
8. To develop, promote, present and contribute to corporate and local policies and strategies in line with national and local political and statutory controls, procedures and technical standards; undertaking equality impact assessments and consultation as necessary and implementing and reviewing such policies to ensure they are kept up to date.
9. Budget responsibility including monitoring of income and expenditure, authorising payments, forward planning, forecasting and review including biannual fee setting, maximising income generation and cost recovery in both statutory and non-statutory parts of the service.
10. To work with internal and external partners to ensure consistent cross boundary policies and implementation proposals are agreed and partnership schemes are developed and expanded; and represent the Council at National, Regional and Local partnership events.
11. To implement a quality / performance management system and lead on customer satisfaction, ensuring all service complaints are dealt with in accordance with corporate procedures.
12. To make delegated decisions in line with the Council's scheme of delegation.
13. Interview alleged offenders and witnesses under PACE as required.
14. To chair the Safety Advisory Group ensuring that the local authority and key partners can develop a co-ordinated approach to crowd and spectator safety and wellbeing by:
  - a) Ensuring that the SAG properly discharges its responsibilities.

- b) To keep events on track by coordinating all the necessary meetings for events.
- c) To ensure that the membership of the SAG reflects the need to address relevant risks associated with public safety and wellbeing issues.
- d) To keep an overview of plans to facilitate a consistent and coordinated approach.
- e) To act as the conduit between the SAG and the event organiser and/or management team.
- f) To audit events to ensure compliance with the plans submitted and draw attention to any deficiencies which may require urgent action or improvement.
- g) Negotiations with partners and other key contacts to ensure compliance with Event Safety Manuals.
- h) Provide Strategic advice and guidance to members of the Group, to keep them aware of developments within the area to ensure that the appropriate policies are developed to meet the objectives of the group.
- i) Prepare, gain acceptance and monitor the implementation of best practice for public events, to ensure public safety is maximised.

15. Recruit, manage and develop staff ensuring staff are equipped, trained and motivated to deliver the services required of them.

16. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.  
Be able to work on own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.

17. Any other duties and responsibilities within the range of the salary grade.

18. The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- a) To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- b) To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- c) Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- d) To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

19. Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

20. The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- a) To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.

b) To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

21. Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

22. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

23. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Key Relationships

External:	Food Standards Agency (FSA) Sports Grounds Safety Authority (SGSA) Event Organisers / Promoters Catering Businesses & Food Traders External Auditors / Certification Bodies Health Inspectors / Public Health England (or successor bodies) Primary Authorities / Other Local Authorities	Internal:	Environmental Health Officers / Team Trading Standards Building Control Licensing Department Public Health / Health Protection Health & Safety Team Business Compliance & Environmental Protection Legal Services Event Safety or Sport Safety Teams / Safety Advisory
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### Standard Information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### **Training**

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

### **Responsible for**

Responsible for: Food and Safety Team and Professional Support Officer

### **Person Specification**

#### **Requirements**

Knowledge	Substantial knowledge of Food Safety, Health and Safety in the workplace and Safety at Sports Grounds and Events legislation, regulations and policy.
Knowledge	Extensive knowledge and understanding of the local government structure and political framework.
Knowledge	Advanced knowledge and understanding of the statutory requirements and good practice in relation to service-related matters.
Knowledge	Good knowledge of customer care and the principles of equal opportunities in providing a Food Safety and Health and Safety function.
Knowledge	Extensive knowledge and understanding of the Police and Criminal Evidence Act as it relates to the collection of new evidence.
Skills And Ability	Strong leadership / management skills to manage and motivate a team of professional and technical staff in order to achieve service objectives in agreed time constraints effectively and efficiently.

Skills And Ability	Ability to act as the lead officer ensuring compliance and enforcement within the Food Safety, Health and Safety, Sports Grounds and ancillary legislation.
Skills And Ability	Ability to undertake high level and complex negotiations with service users and other interested parties with sensitivity, professionalism and taking full regard of legislative constraints to ensure the Council's policies are met.
Skills And Ability	Effective presentation of information and advice, and defence of the Council's policies and actions at Committee, in meetings and with the public, and at national and regional groups / meetings.
Skills And Ability	Ability to lead the organisation on safety at sports grounds and events.
Skills And Ability	Ability to engage in the national agenda around the future priorities and changes in food, safety and sports grounds legislation and best practice.
Skills And Ability	Have excellent written and oral communication skills with good attention to detail, with the ability to present complex technical or legislative views with tact and diplomacy in challenging situations with a variety of audiences (food, safety and sports ground professionals, event organisers, Elected Members, Senior Managers).
Skills And Ability	Ability to demonstrate excellent organisational skills together with prioritisation of available resources and management of appropriate performance management systems.
Skills And Ability	Be proficient in the use of IT and its application to the service
Skills And Ability	Lead the strategic development of the Safety Advisory Group, by developing, implementing and reviewing practices and negotiating changes to meet the wellbeing of spectators and large crowds at public and private events.
Skills And Ability	Able to write clear concise reports and to make recommendations on the most complex of issues to senior personnel including Directors and Elected Members.
Skills And Ability	Able to demonstrate advanced influencing, persuading and negotiation skills with a range of stakeholders.
Skills And Ability	Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.

Experience	Significant experience of working in a political environment with an awareness and appreciation of the non-technical issues that influence decision making.
Experience	Significant experience of working in a relevant Environmental Health environment.
Experience	Significant experience in dealing with complex and sensitive issues, making robust and defendable decisions on legal and technical food, safety and sports grounds matters.
Experience	Considerable experience of managing employees, projects, resources and budgets.
Experience	Advanced experience of partnership working.
Experience	Considerable experience of managing organisational change and reducing the cost of operation.
Experience	Experience of using computer databases, and Microsoft packages such as PowerPoint, excel, word and outlook.
Experience	Extensive experience of interviewing alleged offenders in accordance with the codes of practice of the Police and Criminal Evidence Act.
Qualification	Degree or Diploma in Environmental Health with a Certificate of Registration from EHORB.
Qualification	Certificate of Registration from the Environmental Health Officers Registration Board.
Qualification	Management skills training.
Special Requirements	May be required to work outside office hours. May be required to travel in the course of duties. Willingness to undertake any necessary formal training. A current valid UK driving licence. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974

**Declaration**



Reviewed/Created By:	Davina Blackburn		
Job Title:	Strategic Lead – Regulation and Communities	Date:	April 2025