



Job Title:	Port Health Support Officer
Service Area:	Environmental Services & Port Health
Team:	Port Health
Salary:	Band 4 (SCP 12-17)

Port Health Officer

Main Purpose of Job:

To support Suffolk Coastal Port Health Authority in undertaking a range of statutory services in relation to the protection of public and animal health in accordance with UK and EU legislation.

Our Values

You will be expected to work in line with our values which are:

Professionalism – demonstrate a “can-do” attitude whilst acting with integrity and dignity
Equality – people are different be considerate of their needs and points of view
Respect – treating others as we want to be treated ourselves
Teamwork – working together for the benefit of team Port Health
Trust – develop confidence in team Port Health

Key Responsibilities:

1. To protect public and animal health by applying checks in accordance with UK and EU legislation.
2. Responsible for the detention and release of low risk Non Animal Origin products and certain Products of Animal Origin (PoAO) not requiring control by UK or EU legislation.
3. Provision of advice to customers on specific import requirements and procedures.
4. Maintain knowledge of relevant legislative requirements in order to request further information/documentation as required.



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5. Ensure that products intended for transshipment and which require further legislative checks are released only to approved Border Inspections Posts (BIPs) or Designated Points of Entry (DPE) within the EU and UK.
6. Assessment of health and safety risks and ensure compliance with safe working practices within the examination facilities and on the quayside, particularly when boarding vessels.
7. Support Port Health Officers within routine vessel inspections.
8. Support professional staff with sampling.
9. Responsible for supervising the storage and dispatch of statutory samples, ensuring they are packaged correctly for safe transport under required conditions and are dispatched to the correct laboratory. Responsible for maintaining sample dispatch records.
10. Disposal of samples no longer required by Port Health.
11. Undertake manifest and documentary checks on vessels and consignments arriving into the ports of Ipswich and Harwich and ensuring quick release of driver accompanied trailers, advising professional staff as required.
12. Ensure that correct goods are davened into the correct facility prior to destruction/re-dispatch. Manage the destruction of unsatisfactory consignments ensuring that goods are destroyed at the correct waste facility and supervising loading of goods.
13. Responsible for the calibration of temperature monitoring equipment.
14. Maintain stock levels in the examination facilities to ensure that appropriate resources are available for inspection.
15. To undertake documentary and identity checks on a wide range of PoAO consignments under the supervision of professional staff.
16. Provision of advice to agents and importers on the Trade Control and Expert System (TRACES) and the Automatic Licence Verification System (ALVS).
17. Notify professional staff of any irregularities identified during the veterinary checks.
18. Requesting and monitoring samples as required by EU legislation.
19. To undertake identity checks under the supervision of a professional officer, verifying that products are in compliance with current legislation and notifying professional officers where irregularities are identified.
20. To assist professional officers with physical checks.
21. Contacting other Local Authorities to ensure specific PoAO consignments are delivered only to approved establishments for these products.



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22. To comply with statutory food controls in releasing consignments of Non Animal Origin.
23. Support professional officers in the sampling of high risk foodstuffs.
24. Undertake documentary checks on Organic produce in accordance with the Organic Products Regulations 2009 under the direction of professional officers.
25. Temporary secondment to other sections within the Environmental Services and Port Health Service Area when demand requires.
26. To undertake duties as directed to assist the Council in responding to a Civil Contingency Act Emergency or business continuity event including participating in training and emergency services.
27. To promote and adhere to the workplace values of our organisations.

Line Manager: Port Health Operations Team Leader

Note: This is a description of the job as it is constituted at August 2019 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council's aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.



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Person Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Numerate. • Literate. • Computer Literate. 	<ul style="list-style-type: none"> • Familiar with working in a service accredited under BS EN ISO 9002 and IIP. • Familiar with Microsoft Office. • Familiar with Destin8 computer system. • Witness skills. • Microbiological Standards/Bacteriology. • Risk Assessment. • Due Diligence defence. • Hazard analysis. • Food sampling procedures. • Data Protection. • Health and Safety. • Aware of EU/UK food law.
Skills and Abilities	<ul style="list-style-type: none"> • Problem Solving. • Organising and prioritising own workload. • Decision making. • Ability to understand and assimilate detailed information. • Ability to work in a systematic manner while maintaining an open and enquiring mind. • Maintain appropriate confidentiality. 	<ul style="list-style-type: none"> • Time Management. • Investigative Skills. • Stress Management. • Negotiation Skills.
Education and Training	<ul style="list-style-type: none"> • BTEC Environmental Health, 2 A Levels or Equivalent. • Ability to travel between locations on the Port. 	<ul style="list-style-type: none"> • Food or Science related higher qualification/training or experience.
Other Requirements	<ul style="list-style-type: none"> • To promote and adhere to the workplace values of our organisations. • Promote a positive communication across the 	



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	<p>organisation, encourage constructive relationships and develop staff feedback methods.</p> <ul style="list-style-type: none"> • Sensory abilities e.g. ability to assess visual or olfactory evidence. • Ability to work within SCPHA shift system (including weekends). • Able to meet the mobility requirements of the post including accessing secure port areas, boarding vessels and manual handling. • Exposure to food product allergens e.g. peanuts, tree nuts. 	
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