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| <b>Job Title:</b>    | <b>Port Health Officer</b>                      |
| <b>Service Area:</b> | <b>Environmental Services &amp; Port Health</b> |
| <b>Team:</b>         | <b>Port Health</b>                              |
| <b>Salary:</b>       | <b>Band 8 (SCP 39-43)</b>                       |

## Port Health Officer

### Main Purpose of Job:

To protect public and animal health at the border by providing Official Fish Inspector (OFI) presence regarding 3<sup>rd</sup> Country Products of Animal Origin (PoAO) and to enforce statutory requirements for 3<sup>rd</sup> country Non Animal Origin (NAO) imports for food and feed, in accordance with current EU and UK legislation and requirements of the central competent authority.

To enforce and apply best practice at Suffolk Coastal Port Health Authority (SCPHA) Border Control Point (BCP) regarding POAO and NAO and be legally responsible for the final decision.

To protect international health by monitoring health conditions on board vessels at Felixstowe and Ipswich ports, to prevent the spread of disease and issue statutory ship sanitation certificates under Public Ships Health Regulations.

### Our Values

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

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

### Key Responsibilities:

1. To be responsible for the implementation of border controls for and accountable for the decision making on the outcome of those controls of:
  - Fish and Fishery products (Products of Animal Origin) for human consumption
  - Products of Non Animal Origin (NAO)



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- Illegal, Unregulated and Unreported fish controls
  - Organic Imports
  - Materials in contact with food
  - International Health Regulations and infectious disease control
2. Technical supervision of internal and external stakeholders operating at the Border Control Point. To oversee and train technical and support staff in the execution of all relevant SCPHA duties ensuring delivery is consistent and appropriate.
  3. To assist and advice central competent authorities in surveillance and mandatory sampling initiatives of food and feed. To develop and enforce local sampling programmes controlling imported foodstuffs.
  4. To work with outside organisations involved in the work of the BCP to include: Port of Felixstowe, Importers and exporters, local shipping agents, Government departments, UK Border Force, Animal and Plant Health agency, The EU commission, Official Control Laboratories, competent authorities in third countries and other BIP's and DPE's.
  5. To negotiate with importers to ensure that legislative requirements are met in relation to consignments, including those rejected at the BCP. Negotiation with shipping lines and Port of Felixstowe to ensure SCPHA requirements with regard to infectious disease control are met.
  6. To provide advice as required to enquiries relating to all aspects of the PHO role. Provide and receive management information, maintain case records and national and international databases, maintaining confidentiality.
  7. To develop new ideas and proactively assist the Technical Leads with development of procedures, to improve efficiencies using best practice. To actively participate in reviewing relevant legislation and initiatives.
  8. To use available technology to complete required tasks.
  9. To represent SCPHA and the UK in attending meetings and trainings and the cascade of information to SCPHA staff.



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10. Maintain detailed knowledge of all relevant UK and EU legislation relating to the role, including maintaining relevant levels of Continuing Professional Development.
11. To act responsibly within the working environment, evaluating risks and adhere to safe working practices. Reporting hazards, incidents and accidents so that reasonably practicable measures are taken in the workplace.
12. Any other duty as directed, and commensurate with the grading of the post, including secondment to other sections within the environmental services and Port Health Service Area when demand required.
13. To promote and adhere to the workplace values or our organisations

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**Line Manager: Port Health Operations Team Leader**

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**Political Restriction:**

This post is politically restricted under the Local Government and Housing Act 1989 and postholders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

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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

|                                 | <b>Essential</b>  | <b>Desirable</b>  |
|---------------------------------|---|---|
| <b>Knowledge and Experience</b> | <ul style="list-style-type: none"> <li>• BSc or MSc degree in Environmental Health approved by the Chartered Institute of Environmental Health</li> <li>• Registered with the EHO Registration Board (EHORB)</li> <li>• Official Fish Inspector (OFI) certification and training completed (or completed within 1 year of appointment)</li> <li>• A significant and demonstrable level of technical knowledge and experience as required at this level</li> </ul>   | <ul style="list-style-type: none"> <li>• Previous experience of working within a BCP</li> <li>• Awareness of PACE codes of practice</li> <li>• IT skills, familiar with Microsoft applications</li> </ul> |
| <b>Skills and Abilities</b>     | <ul style="list-style-type: none"> <li>• Ability to work flexibly and as part of a team</li> <li>• Acts with integrity</li> <li>• Takes responsibility for individual and organisational decisions</li> <li>• Good verbal and written communication skills</li> <li>• Ability to organise and prioritise own workload</li> <li>• Ability to present ones case with authority and conviction</li> <li>• Negotiation skills</li> <li>• Able to work in temperature controlled environments and at height</li> </ul> |   |



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|-------------------------------|--|---|
| <b>Education and Training</b> | <ul style="list-style-type: none"> <li>• BSc or MSc degree in Environmental Health approved by the Chartered Institute of Environmental Health</li> <li>• Certificate of registration of EHORB</li> <li>• Membership of CIEH</li> <li>• Maintenance of CPD</li> </ul>  | <ul style="list-style-type: none"> <li>• Chartered EHP status</li> <li>• Any relevant food/health and safety postgraduate training</li> </ul> |
| <b>Other Requirements</b>     | <ul style="list-style-type: none"> <li>• Occasional requirement to travel to meetings within the Port of Felixstowe, other Council locations and other locations to meet the requirements of the position.</li> <li>• Commercial confidentiality aware</li> <li>• Physical fitness as lifting and other physical work will be necessary on a daily basis, particularly when sampling</li> <li>• Not subject to allergies, particularly nut allergies</li> <li>• Prepared and able to work shifts and weekend duties</li> </ul> |   |