



EVILLE & JONES

# Official Veterinarian

## Main Duties and Responsibilities

### **Leadership and management of plant inspection team**

- Line management of the plant Meat Hygiene Inspectors (MHIs) and Meat Technicians (MTs) including formal and informal performance management (e.g. resolving issues informally wherever possible, approving applications for leave and authorising time sheets and travel and subsistence claims).
- Responsible for the performance of the plant inspection team by providing appropriate advice, coaching and support, and ensuring technical compliance
- Assessment of ongoing technical and leadership and management competencies of MHIs and MTs, ensuring that they are appropriately trained and supported to undertake all tasks associated with their role.
- Assessment of ongoing competencies of Plant Inspection Assistants (PIAs) and providing coaching and support as appropriate.
- Contributing to the Lead Veterinarian's (LVs) assessment of the Senior Meat Hygiene Inspector's (SMHI) technical and leadership and management competencies.
- Cascade technical information as required and discuss the practical implications with the plant inspection team.
- Ensure that trainee MHI, PIA, NOV and veterinary students' practical training is carried out appropriately at the plant.
- Manage sickness absence at plant level, including conducting return to work interviews, and referring long-term sickness absence cases to the LV/SMHI.
- Demonstrate commitment to FSA Equal Opportunities and related policies and procedures with regard to all aspects of managing and training staff, by taking appropriate and timely action.

### **Stakeholder management**

- Establish and maintain productive working relationships with plant FBOs and other stakeholders (other government departments, Local Authorities, etc).
- Discuss any required changes to agreed working hours with the FBO and consult the AVM to discuss any potential impact that this may have across the cluster.

### **Financial and corporate performance management**

- Support compliance with budget management by reporting, to the AVM, any issues at plant level that will affect budgets (i.e. changes to working hours, overtime, T&S etc.), including identifying any changes to staffing levels required at the plant for input to the staffing blueprint for the cluster.
- Measurement, reporting and action against plant performance targets in respect of operational, technical and managerial issues which assist in the achievement of cluster targets.



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- Identification of business, operational and reputational risks at plant level, planning actions to mitigate against the risks and reporting and/or escalating as appropriate.

### **Health and Safety Management**

- Implement E & J and FSA Health and Safety Policy at plant level and provide support to the SMHI in completion of risk assessments and the implementation of control measures.
- Investigate and document accidents and incidents involving the FSA plant inspection team and make initial recommendations for preventative actions.
- Ensure the FSA plant inspection team are aware of fire, first aid and other emergency procedures, and provide them with health and safety information, instruction and coaching as necessary.

### **Ante Mortem (AM) Inspection, Animal Welfare & Animal Identification**

- Detection of diseases or conditions that may adversely affect human health or animal health.
- Monitor the welfare status, and conduct clinical examination, of suspect animals where appropriate.
- Assess the suitability and competence of persons applying for a slaughterer's license, and contribute to the training of such individuals.
- Verify FBO's checks of eligibility to ensure that ineligible animals do not enter the human food chain.

### **Post Mortem (PM) Inspection, Specified Risk Material (SRM) & Animal by Products (ABP)**

- Ensure that PM inspection is carried out in accordance with the regulations, and diagnose by additional examination where necessary.
- Agree the FBO's RMOP for BSE testing regime and its verification.
- Verify FBO's controls of animal by-products.

### **Health and Identification Marking**

- Apply or oversee application of health marking in accordance with the legislation.
- Verify the FBO's application of the identification mark.
- Ensure the security of the health marking equipment.

### **FSA Service Level Agreements (SLAs)**

- Ensure FSA services at the plant are delivered in line with SLA targets.

### **Food Chain Information & Collection and Communication of Inspection Results**

- Analyse food chain information and take action as appropriate.



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- Record and evaluate inspection results, and communicate inspection findings as appropriate.

### **Processed Meat:**

- Ensure that all meat processing activities are correctly identified.
- Analyse the additional risk involved in the production and handling of processed meats, especially those ready to eat, and audit the application of appropriate food safety management systems.
- Apply the additional controls necessary in the premises handling Ready-to-Eat products.

### **Auditing & Enforcement**

- Verify that the FBO complies with legislation through the FBO's own food safety management procedures, and target inspection and enforcement tasks accordingly.
- Follow risk based procedures to take fair and proportionate enforcement actions, and liaise with other enforcement bodies as required.
- Act as an expert witness in legal cases as required.