



Food
Standards
Agency
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CANDIDATE PACK
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The people who protect your plate

**Field Veterinary
Coordinator – North of
England (N3)**

Salary

£37,350 (National) £40,350 (London) per annum

Existing Civil Servants will be appointed in line with the Civil Service pay rules in place on the date of their appointment.

We review our pay annually in line with Civil Service Pay Policy.

Location

Home-based – You are contractually ‘home-based’ and required to work from home (in the UK only). Your home is your substantive and permanent place of work. The business travel required by your role (e.g. team meetings, conferences, business meetings, team building etc.) will be limited to no more than 51 days per financial year (unless specified in the job description). All business travel will be covered under the FSA Travel & Subsistence policy. The FSA will provide you with the digital tools required.

You will need to live within a distance of 60 miles or 90 minutes by road (one way) commuting of area N3.

You will be required to travel to multiple locations throughout the area which covers the North of England.

As a Civil Servant, you are expected to work and be resident in the UK.

Benefits

Generous Pension, minimum 25 days annual leave plus bank holidays, flexible working, discount and incentive schemes including a cycle to work scheme and discounted shopping vouchers. For staff transferring from another government department, please see our T & C statement for information about transfer terms.

Any move to the Food Standards Agency from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk/>.



About us

The FSA is a non-ministerial department of over 1300 people with a big vision – to drive change in the food system so that it delivers “food we can trust”. Our primary goal is to continue to protect public health and consumers’ wider interest in food. As we have now exited the EU, the FSA faces a significant period of change and activity.

We can’t escape the importance food has in our lives. We all need to eat and do so several times each day. I love knowing that the work we do in the FSA impacts the entire nation, making sure that the food on our dinner plates, the takeaways we order when we’re too tired to cook, and even the meals we feed our pets, are all safe and exactly what they say they are.



Jose Ruiz

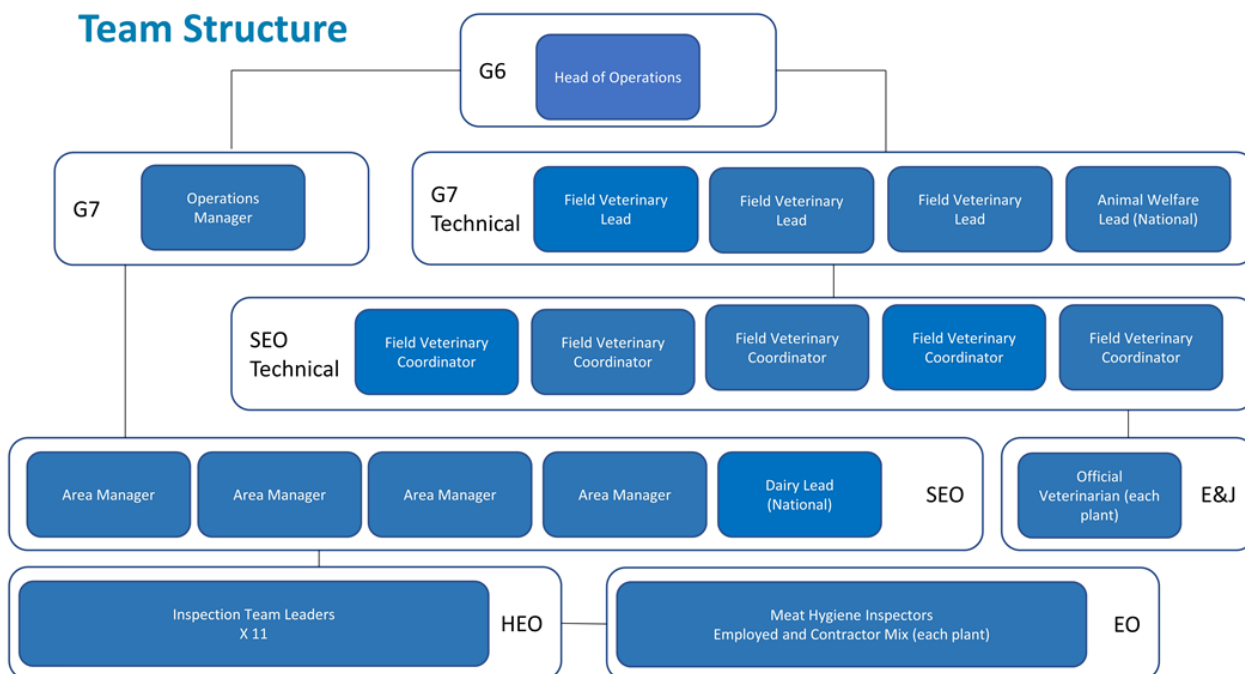
Field Veterinary Leader

Standing on the front lines of the Agency’s work, our team is vital to our ability to protect food and keep Britain safe. The work isn’t always easy, but we are dedicated and fastidious, and this shows in the high quality of our output. We take pride in what we do, and this drives us every day as we seek to improve on the one before.

Working with so many disparate stakeholders both internal and external to the FSA can be a challenge. We need to act as the connecting tissue that brings everything together and ensures consistency in all that we do. Thankfully our team is incredibly supportive of one another, and together we are always able to get the job done.

I would love to meet talented and effective leaders who understand how to get the most out of their teams. Supporting your colleagues and helping them to get the best out of themselves, you’ll be skilled at developing those around you whilst also making sure your team gets the results they’re looking for.

Team Structure





THE ROLE

The Field Veterinary Coordinator provides tactical technical advice within England and Wales giving direction to authorised officers undertaking the delivery of official controls, carrying out on-site assessment visits relating to problematic plants, carrying out formal enforcement action and making recommendations to FBOs for action. This will involve being accountable for providing first line veterinary support on technical standards and technical contract management activities relating to delivering official controls for the FSA and working with contract suppliers. The direction of work within operational delivery is constantly evolving and this role will be pivotal in ensuring technical compliance and improving standards through field staff, contractors and other delivery partners for the benefit of the Agency.

The Field Veterinary Coordinator reports to the Field Veterinary Leader and is a Member of the Royal College of Veterinary Surgeons, with a recognised veterinary degree, and has specialised veterinary experience in public health and/or animal health and welfare sector.

The position will be home based and will involve significant routine travel within an area geographical span for which overnight stays and occasional work outside normal working hours will form an essential part of the role.

The Field Veterinary Coordinator post is a demanding and challenging role, and requires an individual who is able to defend difficult decisions, provide concise accurate advice to react to concerns arising from FSA Authorised Officers, ensure the right interventions are taken to ensure compliance. The main purpose of the role is ensuring frontline staff follows guidance and are suitably equipped through training and support to carry out their roles effectively.

The post holder will be the technical manager for a geographic area and will ensure that Official Veterinarians (OVs) and field staff deliver official controls in compliance with statutory requirements and in accordance with the Manual for Official Controls (MOC).

The post holder will be the major source of technical performance management information for their line manager with regards to contracts with third party suppliers and will foster a positive working relationship with contractors and find ways of improving.

Within your role you will:

- Draw on performance reporting from a range of sources, including enforcement programmes, OV reports, slaughter hygiene verification data, audit results, themed assessments, animal welfare non-compliances and unannounced inspections (UAI) to target appropriate interventions.
- Carry out on-site assessment visits and carry out enforcement action as required. Advise



employed and contract Authorised Officers on appropriate actions to take and the completion of any formal enforcement notices required communicating decisions to FSA senior managers and non-specialist colleagues when required.

- Carry out documented live technical performance management assessments of the contract supplier OVs and other contract staff and provide the results to the contractor's representative. Assess OV plant level reports following contractor quality checks drawing out issues arising from the live assessments and document checks for wider FSA consideration where appropriate.
- Act as main point of contact, providing oversight and advice to Authorised Officers carrying out UAIs. Quality check and monitor completion of resulting UAI documentation via electronic system.
- Coordinate interventions approach and action plan from audit activity or from themed assessments where concerns are arising, liaising appropriately with the Veterinary Assurance or Business Transformation and Intervention team's in Operations Assurance Division.
- Assess establishments for OV Flexibility communicating findings formally via required documentation and liaise appropriately with plant OVs and FSA Service Delivery Managers to implement changes to operational requirements.
- Apply and monitor standards for veterinary and technical delivery of Official Controls and enforcement as required in the FSA Manual for Official Controls, ensuring standards and the required levels of competence are met. Ensure that appropriate action is taken, where standards or competencies are not being met, liaising directly with the contractor and/or FSA management where appropriate.
- Work in collaboration with other Field Veterinary Coordinators to analyse results within and between areas, and nationally, ensuring a consistent intervention approach is taken. Report key findings to FSA management, and identify issues of local and national significance on food business operator standards and compliance, and frontline staff performance, putting in place appropriate corrective actions under the direction of the Field Veterinary Leaders.
- Work with senior management within Field Operations to provide consistent veterinary technical leadership and advice in relation to technical matters.
- Develop operational staff through identification, development and delivery of specialist professional training, mentoring, coaching and setting out and monitoring of standards achieved in these areas;
- Provide clear direction, guidance, training and support to staff regarding their technical responsibilities for the implementation of FSA policies and champions FSA standards of behaviour.
- Co-ordination of response to emergency situations (e.g. food incidents, disease outbreaks and industrial action etc.) to ensure compliance with statutory requirements or emergency procedures.
- Establish and develop effective working relationships at both local and national level, with



frontline staff, industry bodies, OGDs, and Local Authorities, providing consistent veterinary, technical and enforcement advice.

- To build effective working relationships with food business operators during the course of carrying out duties relating to the compliance status of establishments.
- Representing and promoting the Agency at area level, amongst consumers, enforcers and industry as the most trusted source of advice in relation to food safety.



Our purpose

We are an independent Government department working across England, Wales and Northern Ireland to protect public health and consumers' wider interests in food. We make sure that food is safe and what it says it is.

[Click to find out more](#) about our strategy.

Our values

Our staff generated six values which represent who we are, how we behave and treat each other. These values are represented by the acronym ASPIRE.



Accountable – We take responsibility for our actions and can hold each other to account

Supported – We have the skills, tools, and support to carry out our roles effectively

Professional – We are competent and confident in our ability to deliver to the highest professional standards

Innovative – We are agile, dynamic, and progressive in our approach to delivering outcomes

Resilient – We adapt quickly and effectively to fast-paced changes

Empowered – We can take the initiative and make decisions that improve business delivery

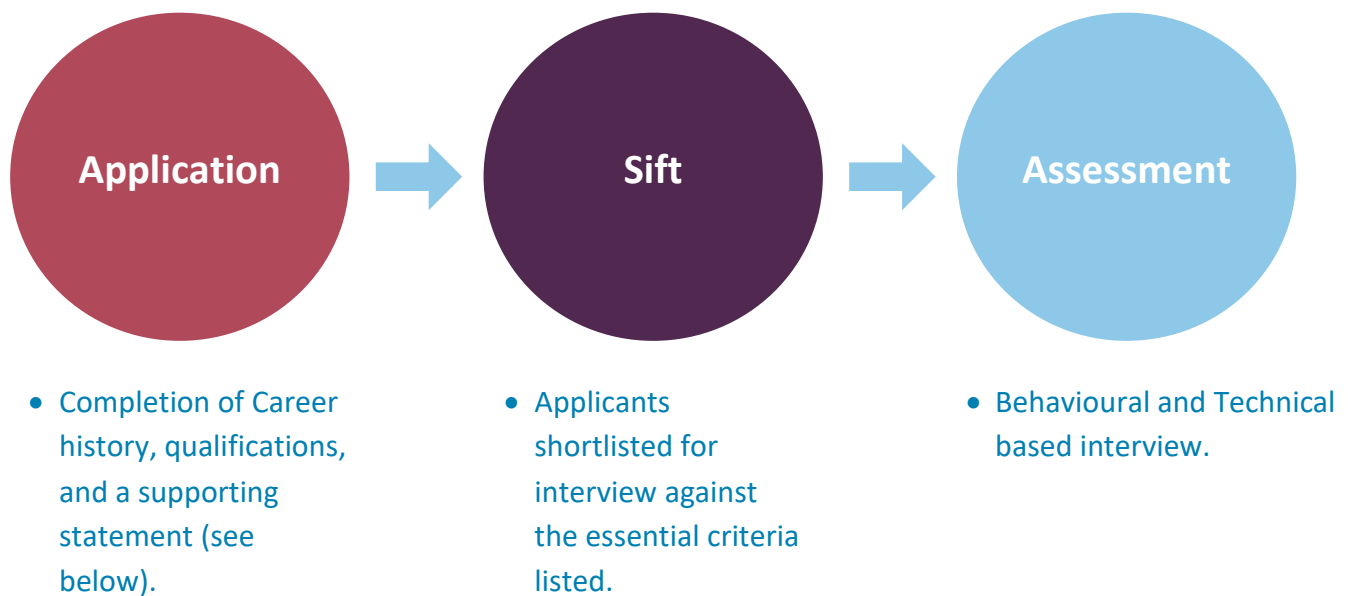
Career opportunities

We are proud of our strong track record in developing staff to progress their careers.

We encourage and expect our staff to undertake training and development and offer outstanding career opportunities within the FSA and wider Civil Service network.

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**SELECTION
PROCESS**
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Applications need to be submitted via the 'apply now' button within the main advert. This will take you into a structured form, which allows you to enter all the required data.



This vacancy is using Civil Service 'Success Profiles' and will assess you against **Technical**, **Experience**, and **Behaviour** elements of the Framework.

Application process

When you press the 'Apply now' button, you will be asked to complete personal details (not seen by the sift panel), your career history, qualifications and suitability statement.

After submission of your application, you will progress to the shortlisting sift.

Person Specification criteria assessed at sifting

Experience: You will be asked to provide a 750-word ‘supporting statement’ evidencing how you meet the essential person specification criteria listed below In the top box under the heading “experience” That is an average of 250 words to evidence how you meet each of the 3 criteria.

The requirements in the Technical box are not part of the statement as they will be answered in specific question you will see whilst completing your short application.

Your score at sifting stage is mainly based on the evidence provided in your 750-word personal statement.

Essential criteria

Experience	• Experience of professional veterinary knowledge and capability relating to meat hygiene and inspection • Experience of demonstrating strong leadership skills • Experience of food hygiene, animal welfare and/or food/feed law enforcement
Technical	• Veterinary Degree • Membership of the Royal College of Veterinary Surgeons • Official Veterinarian designation (red and/or white meat)

Guidance for your CV and Personal Statement

CV

Content

A CV provides detail on your career history. It should outline the jobs you have done, the length of time you were in each role and a brief description of your duties and responsibilities. You may also include any significant achievements or projects you have worked on and any other relevant training you have completed or qualifications you have attained. A CV generally has no word count but this doesn't mean you should provide several pages of information, one side of A4 is generally sufficient.

Structure

Positive, active language will grab the reader's attention and send a strong message about you and your capabilities.

Bullet points work well on a CV too – bulleted lists sound objective and clear, and can steer you away from the temptation to write a mini essay about yourself.

Original: *My duties included managing staff, negotiating contracts, and supporting departmental policies, goals, objectives and procedures.*

Improved:

Duties:

- *Managed a team of 100 employees*
- *Negotiated contracts with a wide range of stakeholders*
- *Established and implemented departmental policies, goals, objectives and procedures*

The improved version is more structured and details the skills and responsibilities that were involved using action verbs – managed, negotiated, established and implemented – which makes a stronger overall impression.

Top Tips:

- Bring the most relevant skills or experience to the top
- Tailor the C.V. to the role and to the essential criteria; don't use the same version for all roles
- Check your spelling and grammar before submitting

Personal Statement

Content

A personal statement allows you to outline your suitability for the role by you providing evidence against the essential criteria as outlines in the job advert and/or job description. If used alongside a CV, it should expand on the CV, adding your personal qualities. You should provide detail of your skills and experience and demonstrate how you have acquired these skills and what experience you have which can be transferred to this job. The statement should include examples of 'how' and 'what' you have done but it does not need to be written in the standard "behavioural" answer format such as STAR (Situation, Task, Action, Result). A personal statement usually has a word count of between 250 and 1250 words.

Structure

You will need to structure your statement clearly and align the content closely with the essential criteria. You could use headings for bullet points to help you organise and prepare the content but just be mindful that headings will use up some of the word count.

Original:

Essential Criteria 1: Experience of coaching, influencing and engaging with senior stakeholders

"In my current role, I regularly engage with both internal and external stakeholders. In order to establish a good relationship with each stakeholder, I arrange an initial 1-2-1 meeting to discuss their needs and desired outcomes from the project. Where required, I feel confident to use my strong negotiating skills to influence their thinking and achieve the required business outcome. One example of when I have influenced a senior stakeholder is my involvement with XX"

Top Tips:

- Tailor the personal statement to the role and to the essential criteria; don't use the same version for all roles
- Check your spelling and grammar before submitting

Scoring

Your **score** will reflect your overall evidence against the full list of criteria using the following ratings:

1	Not Demonstrated – No positive evidence of the criteria
2	Minimal Demonstration – Limited positive evidence of the criteria
3	Moderate Demonstration – Moderate positive evidence of the criteria
4	Acceptable Demonstration – Adequate positive evidence of the criteria
5	Good Demonstration – Substantial positive evidence of the criteria
6	Strong Demonstration – Substantial, positive evidence of the criteria and includes some evidence of exceeding expectations
7	Outstanding Demonstration – Evidence provided wholly exceeds expectations at this level

Please note that feedback will only be provided if you attend an interview or assessment and it is not provided at sift.

Removal of Personal Information

Don't include any personal information that could identify you and ensure you remove any reference to the following:

- Name or title
- Educational institution names
- Age or gender
- Email address
- Postal address or telephone number
- Nationality or immigration status

However, please note it is fine to include evidence relating to your current role or organisation.

Assessment at Interview

Shortlisted candidates will be invited to the interview stage. The selection process will consist of an **interview** assessing you against the criteria below:

Behaviours (Level 3)	Making Effective Decisions - Analyse range of relevant credible information from internal and external sources to support decisions - Consult with others to ensure potential impact on end users is considered - Understand own level of responsibility and empower others to take decisions where appropriate Delivering at Pace - Show a positive approach to keeping the whole team's efforts focussed on the top priorities - Promote a culture of following the appropriate procedures to ensure results are achieved in time while still enabling innovation Working Together - Encourage joined up team work within own team and across other groups - Establish professional relationships with a range of stakeholders
Technical	Government Vet Profession Competency Framework • Ability to understand and apply veterinary risk assessment Please click on the following link to view more information on the Government Vet Profession Competency Framework: https://www.gov.uk/government/publications/government-veterinary-profession-technical-skills-and-behaviours

Timeline

Close: 23:55 on 24/07/22

Sift: week commencing 25th July 2022

Interview: week commencing 8th August 2022

Interviews will be held remotely via Microsoft Teams.

Please note that the interview date maybe subject to change.

Further Information

Further details about the FSA, and the work we do, can be found at www.food.gov.uk
For more information on the Civil Service Success Profiles Framework please use [this link](#).

The FSA is committed to being an inclusive employer with a diverse workforce. We encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences. All appointments are made on merit.

We expect successful candidates to be able to start their role within 3 months of offer, subject to the satisfactory return of clearance checks and security clearances.

If you have any further questions or require clarification on any points please contact our recruitment team at hr.recruitment.campaigns@food.gov.uk or (Jose Ruiz Jose.ruiz@food.gov.uk).

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OTHER
INFORMATION
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Food
Standards
Agency
food.gov.uk/ratings

This scheme is operated
in partnership with your
local authority

FOOD HYGIENE RATING

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VERY GOOD

When you submit your online application, you will receive an acknowledgement, if you do not receive this acknowledgement or you have any problems with submitting your application, please email hr.recruitment.campaigns@food.gov.uk and a member of the Recruitment team will pick up your query. Please include the *vacancy reference number* and *job title* in the subject line.

If you are an applicant who wishes to apply under our Disability Confident Scheme, please ensure that you indicate this on the application form. Should you require an adjustment to help you submit your application, then please email hr.recruitment.campaigns@food.gov.uk and a member of the Recruitment team will pick up your request.

Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant whose details are held on the IFD will be refused employment.

Selection for appointment into the Civil Service is on merit, on the basis of fair and open competition, as outlined in the [Civil Service Commission's Recruitment Principles](#)

If you feel your application has not been treated in accordance with the Civil Service Commission Recruitment Principles and you wish to make a complaint, you should email Jo Bushnell, Food Standards Agency at: jo.bushnell@food.gov.uk in the first instance. If you are not satisfied with the response you receive from the Agency, you can contact the [Civil Service Commission](#).

More detailed information can be found at on the [Civil Service Commission](#) website.

We comply with all the relevant data protection legislation as part of our recruitment process, please see [our privacy notice](#) that tells you why we request job applicant personal data, what we do with it and how long we retain the information for.