

About us...



Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our **business. It's home to a range of** specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – what you need to know

Job purpose:

- Support the Society in meeting its legal, ethical, and operational obligations relating to food safety, trading standards, and the management of local suppliers, including overseeing due diligence processes for supplier authorisation.
- Act as the key contact and Society lead for food safety, trading standards, and primary authority partnerships (PAPs).

Your hours:

- 37.5 hours per week (FTE).

You'll report to:

- Head of Health, Safety & Security

Your relationships:

- Support the Society in meeting its legal, ethical, and operational obligations relating to food safety, trading standards, and the management of local suppliers, including overseeing due diligence processes for supplier authorisation.
- Act as the key contact and Society lead for food safety, trading standards, and primary authority partnerships (PAPs).

What you'll bring to us:

- A recognised qualification in food safety (e.g. Level 4 Award in Food Safety), or a willingness to work towards one with full training provided; however, a relevant degree level qualification would be advantageous.
- Qualifications such as Level 4 Award in HACCP Management, Trading Standards Practitioner Certificate, and BRC Lead Auditor would be advantageous.
- In-depth knowledge of UK food safety legislation and best practice (e.g. Food Safety Act, HACCP, allergen management, etc) and trading standards legislation and best practice (e.g. consumer protection, weights and measures, etc).
- Experience conducting audits, investigations, and inspections within food retail, catering, or manufacturing environments.
- Strong communication skills with the ability to deliver training, guidance, and support to a range of audiences.
- The ability to assess and influence situations confidently and constructively.
- A pro-active, practical approach to problem-solving and continuous improvement.
- Good organisational skills with an eye for detail and strong documentation abilities.
- The confidence to engage with operational teams and external bodies (e.g. EHO, FSA).

Key role responsibilities:

- A full UK driving licence and access to a vehicle for business use.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

Your Purpose – I will contribute to *my team and the Society's* ongoing success in this role *by...*

<div>Your duties and responsibilities:</div>	<ul style="list-style-type: none">- Ensuring commercial operations comply with trading standards legislation, that policies and procedures are robust and that suitable levels of assurance and due diligence are in place.- Working with the Commercial team to ensure our local suppliers are managed through the Society's due diligence processes.- Acting as the Society lead for Primary Authority Partnerships (PAPs) relating to food safety and trading standards, whilst also ensuring local authority enquiries on such matters are appropriately dealt with.- Providing food safety and trading standards advice and guidance to support a safe, compliant, and risk-aware working environment.- Supporting the HSS Co-ordinator by handling more complex matters that cannot be resolved at first contact.- Conducting and supporting incident investigations, identifying root causes and recommending corrective actions to prevent recurrence.- Following up on actions and ensuring recommendations are implemented within agreed timescales.- Producing or assisting in the development of assessments, policies and procedures related to food safety and trading standards.- Carrying out audits and compliance checks across sites to assess adherence to necessary standards and legal obligations.- Arranging or ordering equipment, materials and provisions as needed.- Supporting the development and delivery of food safety and trading standards related training, working with the HSS Business Partner and Learning and Development team.- Monitoring changes in legislation or emerging risks through horizon scanning and advising on potential impacts.- Taking ownership of ongoing training and CPD through e-learning and undertaking any training courses that may be required within the role.- Acting as a representative for the Society at events as needed.- Helping to maintain positive working relationships with any relevant external stakeholders, including enforcing bodies, insurers, contractors and members of the general public.- Supporting the ongoing success of the HSS team by undertaking any reasonable requests and delegated tasks.- Creating an environment which encourages colleague engagement with all food safety and trading standards matters, including incident reporting and the generation of ideas for improvements.- Advocating good practice, leading by example, and representing Lincolnshire Co-op's best interests at all times.- Contributing ideas and suggestions to drive continual improvement.
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Together we THRIVE...

- Trustworthy – we do what we say we'll do and trust others to deliver to the best of their ability
- Helpful - we support and challenge each other collaboratively, no matter the role or level.
- Respectful - we listen to other views and opinions with consideration and celebrate differences.
- Inspiring - we role model what good looks like and lead by example to be better.
- Valued - we recognise achievements and appreciate everyone's contributions.
- Empowered - we listen and encourage each other to take opportunities.

Your Approach – how you will contribute to *your team and the Society's ongoing success in this role.*

I will be trustworthy by:

- Providing reliable, evidence-based food safety advice.
- Handling sensitive incidents with confidentiality and care.
- Ensuring documentation and reports are accurate and complete.
- Acting consistently with legislation, policy, and good practice.

I will be helpful by:

- Supporting sites with clear guidance and practical solutions.
- Being approachable and responsive to food safety queries.
- Sharing knowledge to build capability across teams.
- Collaborating to improve standards and reduce risk.

I will be respectful by:

- Listening to concerns and explaining requirements fairly.
- Engaging positively with colleagues at all levels.
- Communicating with professionalism and empathy.
- Building relationships based on mutual trust.

I will inspire others by:

- Promoting food safety awareness through visible leadership.
- Encouraging teams to take ownership of safe practices.
- Sharing success stories and lessons learned.
- Leading by example with a pro-active approach.

I will value people by:

- Recognising the contribution of site teams to food safety.
- Celebrating improvements in compliance and hygiene.
- Creating a supportive environment for learning and feedback.
- Making the importance of food safety visible and understood.

I will empower others by:

- Taking initiative to identify risks and propose improvements.
- Encouraging teams to raise concerns and report issues.
- Helping others build confidence in their food safety knowledge.
- Developing your own expertise to stay ahead of industry change.