**Job Description**

**Main Purpose of Job:**

To take overall responsibility for the daily implementation of strategic direction, policies and procedures, leadership and management of the Environmental Services teams: Environmental Protection Service; OR Food Safety Service; OR Health and Safety Service.

Ensuring effective delivery of the full range of services for which the Council is responsible, including those which relate to businesses, communities and the environment.

Ensuring appropriate expertise and resources are available to service the Council’s statutory obligations regarding Environmental Protection/Food Safety/Health and Safety.

Contributing to high-risk major projects which carry reputational risk to the Council.

Leading by example and providing a strong sense of direction, integrity, purpose and commitment.

**Our Values**

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

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| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

Team Management

1. To lead and effectively manage the Environmental Protection Team/Food Safety Team/Health and Safety Team, with responsibility for recruitment, development, performance management and support, in accordance with Council policies, priorities and statutory obligations.
2. To maximise the individual contribution of team members through performance management and development of skills, and to facilitate a programme of continuous improvement.
3. To fulfil all the health and safety obligations of the Council in relation to the team’s activities, as well as others who might be affected by them.

Service management

1. To develop and deliver comprehensive and effective policies and procedures to provide services consistent with the Council’s vision, corporate objectives, associated strategies, programmes and statutory obligations.
2. To develop and deliver innovation in service design and delivery, meeting the requirements of the Regulators’ Code and striving for best practice, to ensure services are customer-facing, transparent, accountable and consistent with statutory obligations.
3. To work closely with elected members, understanding their concerns and delivering their aspirations, consistent with the Council’s statutory powers and obligations.
4. To keep abreast of new legislation, policies, guidance, best practice and other external factors, assessing implications and ensuring services are reviewed as necessary and appropriate changes are made to respond and adapt to deliver continuous improvement in a rapidly changing environment. Advise Heads of Service and Senior Management Team on the consequences of failing to comply with legislation.
5. To lead the team in securing its objectives using alternative enforcement strategies where appropriate, including, persuasion, negotiation, advocacy on behalf of victims and such other informal methods as may be appropriate from time to time.
6. To ensure the Council’s statutory responsibilities for the area of the team’s services are met, including exercising its regulatory functions, imposing legal obligations on individuals and businesses, issuing permits and licences, penalty notices, initiating prosecutions, applications for warrants to enter and executing works in default in accordance with the framework of legislation and statutory guidance applicable to the post-holder’s role.
7. To work with other local and national enforcement agencies to coordinate the Council’s contribution to investigations into manslaughter, clandestine stowaways, unexplained deaths and organised crime, eg money laundering, people trafficking and extreme animal welfare casework.
8. Responsible, in consultation with Head of Environmental Services & Port Health, for ensuring appropriate cost recovery and business opportunities are identified and implemented, including those which generate income, where appropriate.
9. To ensure the requirements of the Regulators’ Code, relevant codes of practice and government guidance are enshrined in the Council’s Compliance and Enforcement Policy and service plans and that these are produced and reviewed at appropriate intervals.
10. To identify and manage emerging and ongoing corporate risks and other risks in relation to service plans and their delivery.
11. Effective procurement and management of service delivery contracts, externally and internally.
12. To investigate corporate complaints made against the team’s service and take appropriate action on the findings in accordance with the Council’s procedure.
13. To maintain appropriate methods and systems for receiving, recording and processing work, including securing comprehensive and accurate data collection to facilitate performance reporting, auditing and service and strategic planning.
14. To support the delivery of the Council’s Strategic Plan by developing and implementing service plans, reporting progress to the Strategic Plan Delivery Board as required.
15. To build and lead successful joint working arrangements and partnerships with internal and external service providers and agencies to deliver high quality, cost effective services and improved outcomes.
16. To be accountable for information security related to the service area.

Communication/Consultation

1. To attend Council meetings, working groups and other ad hoc meetings to provide expert advice; preparing and presenting reports, as required.
2. To respond to complaints, events, enquiries, and requests including corresponding with MPs, Elected Members, statutory and voluntary organisations.
3. To liaise with relevant government departments and professional bodies on matters of policy, guidance and professional and technical support.

Financial responsibilities

1. To ensure the effective management and use of resources for capital and revenue budgets, in accordance with the Council’s scheme of delegation.
2. To prepare financial bids for funding to support the development and delivery of services, including grants.

Other duties

1. To participate in out of hours work as and when required.
2. To travel to locations within East Suffolk and further afield on occasions, as required to fulfil the requirements of the role.
3. To undertake, as required, specific responsibilities in emergency planning, participating in the corporate response to civil and national emergencies, responding to events.
4. To deputise for the Head of Service as required.
5. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
6. To promote and adhere to the workplace values of our organisation.

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| **Manager** | **Team members** | **Main Accountabilities** |
| Environmental Protection Manager | Environmental Health/Environmental Protection Officers  EP Technical Officers  EH Technical Support Officers  EH Apprentices | * Reactive complaint work, eg noise complaints, bonfires, unlicensed animal activities, etc. * Proactive inspection work, eg scrap metal licensing, private water supplies, animal welfare licensing, contaminated land, permitted processes, air quality * Public health burials * Consultation responses for development control * NSIPs and the associated inputs of noise, contaminated land, air quality and drinking water quality * Responsible authority for Licensing Act 2003 |
| Food Safety Manager | Environmental Health Officers/Food & Safety Officers  Regulatory Support Officers  EH Technical Support Officers  EH Apprentice | * Reactive complaint work relating to food and food premises * Proactive interventions for food premises inspection and advice to business * Responding to queries from members of the public, e.g. FHRS * Infectious disease and food poisoning investigations * Sampling * Registering and approving food premises * Inland imported food work * Issuing Export Health Certs and premises endorsements * Ship inspections and ShipSan certification * Running food-related promotional campaigns * Risk based H&S interventions within workplaces * Investigating complaints about workplace health and safety * Investigating RIDDOR matters * Applying emergency public health controls * Responsible Authority under the Licensing Act 2003 * Registering and inspecting skin piercing premises |
| Health & Safety Manager | H&S Advisors – aligned to service areas  H&S Officer | Corporate H&S team:   * Advice to the council on health and safety matters * Develop health and safety policies and procedures * Inspections and audits, reporting findings to Heads of Service * Reviews accident and incident data * Reports on H&S matters/compliance to CMT and H&S Committee * Liaises with HSE   Health and Safety enforcement:   * Leading ESC’s Safety Advisory Group |

**Line Manager:** Head of Environmental Services & Port Health

**Responsible for:** Environmental Protection Team OR

Food Safety Team OR

Health and Safety Team

**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.

Note: This is a description of the job as it is constituted at March 2022 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.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience:** | * Working knowledge of the full range of Environmental Health legislation with in- depth knowledge of specific legislation practice relating to the work of the team. * Proven track record in the above with extensive post qualification experience. * Experience of people management including performance monitoring, coaching and development. * Experience of working in a political context, building and maintaining effective relationships * Proven track record of working with and forging successful internal and external partnerships. * Budget management experience * Awareness of the principles of local government governance. | * Awareness of regulatory functions in related subject areas. * Demonstrable success in the management of organisational and cultural change * Evidence of success in building and enhancing the reputation of an organisation. |
| **Skills and Abilities:** | * Budget management experience * Excellent interpersonal and communication skills * Competent presentation skills, high quality report writing and IT skills. * Ability to relate effectively with other officers, external agencies, elected members and the public * Strong negotiating and influencing skills * Ability to identify and tackle difficult or complex issues/problems with sensitivity * Proven forward planning and organisational skills * Ability to deliver complex projects within deadlines and budgets |  |
| **Education and Training:** | * A degree level/equivalent professional qualification in a discipline relevant to this post. * Membership of a relevant recognised professional body | * Management qualification or completion of a recognised management development programme. * Ability to demonstrate continuous professional development |
| **Other Requirements:** | * Able to be mobile to work across all East Suffolk locations, sometimes at short notice, and further afield on occasion. * Flexible approach to work – occasional attendance at evening meetings, and participation in out of hours work as and when required. * Participation in any Emergency Response role that the Council is engaged in |  |