

Job Description and Person Specification

Post Title: Environmental Services Team Leader

Reports to: Environmental Health Services Manager

Scale: 7

Politically Restricted: No

Overall Purpose

To advise, give guidance, and day to day management of the Environmental Services functions carried out by officers within the Environmental Health Services Team. This includes, but is not limited to; Air Quality, Permitted Processes, Contaminated Land, Car Parking, Planning Consultations and Net Zero.

To provide appropriate mentoring, support and training for officers within the Environmental Health service.

Key Roles, Tasks and Responsibilities

1. To act as lead officer to manage the day-to-day delivery of the Environmental Services function and services that are carried out by officers within the Environmental Health Services Section such as but not limited to – Air Quality, Permitted Processes, Contaminated Land, Car Parking, and Net Zero.
2. Residents/complainants/businesses must be treated fairly and without discrimination. The role must be able to deal with difficult applicants, visitors and callers in a calm and effective manner.
3. To maintain a knowledge of relevant legislation, technology and information systems.
4. Be responsible for line management for all staff within the Environmental Services section, including performance management, maintaining motivation, ensuring staff perform to the best of their ability, absence management, identifying and reviewing staff training and development needs and providing advice and guidance to less experienced colleagues.
5. To prepare, update and implement policies and procedures in relation to appropriate legislation.
6. To research and analyse new legislation, statistical and other data, utilising this to give a high level of advice to members and other officers on appropriate legislation, and to ensure a comprehensive environmental health service is provided.
7. To be responsible for carrying out inspections, visits & investigations in respect of the work areas listed above. Where necessary these may be complex and in-depth and involve other enforcement interventions in order to secure compliance with legislative requirements.

8. To be responsible for ensuring that records are up to date and registers are satisfactorily maintained and to complete the relevant returns and performance indicators.
9. To manage and maintain the relevant modules of the IDOX Uniform software database or any similar system that the Authority may use.
10. To prepare and present reports as required for the relevant committees, hearings and in support of legal proceedings, to give evidence at Court and prepare and deliver refresher training to Members as necessary.
11. To work with the team to prepare and deliver a Contaminated Land work programme each year agreed with the Environmental Health Services Manager.
12. To represent the Authority at countywide group meetings such as; environmental protection, air quality and contaminated land.
13. To ensure communication with businesses, members of the public and Elected Members meet the highest standards to deliver a consistent and high level of customer satisfaction.
14. To prepare, implement and evaluate promotional / educational programmes, visits, presentations and exhibitions in relation to organisational aims.
15. To work in partnership with other agencies and authorities to develop and deliver efficiencies and service improvements.
16. To ensure that all related information on the external Blaby District Council website is relevant and up to date in the work areas listed above.
17. In circumstances where formal enforcement action is necessary the post holder should have the ability to take decisive action and be resolute in the pursuit of compliance.
18. Manage the day-to-day budget of the Environmental Services section, reconciling the various incomes, preparing budget forecasts and expenditure, exercising control over the spending of the section, authorising purchase orders and payments of invoices.
19. The postholder will be required to undertake inspections / investigations and attend evening meetings, undergo designated training sessions as necessary, which may be out of normal working hours and/or at other establishments as may be required.
20. To be flexible in approach to the work of the Service, undertake any other duties as may be deemed necessary and where appropriate or when directed to do.
21. All officers are expected to contribute and work towards the on-going policies on Community Development, Best Value, Environmental Issues, Crime and Disorder and Equal Opportunities.

Post Characteristics

Allowances: Solo protect, Mobile phone, Essential car user, one professional subscription.

On call/emergency situations: In the event of an emergency, to guide and assist when appropriate.

Security/safeguarding checks: Yes

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Excellent, detailed, technical knowledge of Environmental Services Legislation, procedures and functions in a Local Authority (including air quality, contaminated land and environmental permitting). (3,4*)

Knowledge of Local Government & other Government Health organisations (3,4*)

Knowledge of enforcement procedures (3,4*)

Experience

Essential:

Experience of working in Environmental Services or similar work area in a Local Authority (3,4*)

Experience of proven independent working and achievement of targets (3,4*)

Experience of writing and presenting reports and presentations (3,4*)

Experience of working in a customer focussed environment (4*)

Experience of enforcement procedures (3,4*)

Desirable:

Experience of managing budgets (3,5*)

Managing, leading and or motivating a Team (3,4*)

Skills/Abilities

Essential:

Good verbal and written communication skills including ability to write reports and interpret data. (3,4*)

Able to work as part of a team. (3,4*)

Attention to detail to enable maintenance of accurate records. (3,4*)

Persuasive and diplomatic. (4*)

High level of competence in office and database systems (3,4*)

Able to work on own initiative, and develop plans and systems to deliver the service (4*)

Able to generate and prioritise workloads and work under pressure (2,4*)

Demonstrate a strong customer care approach in all aspects of work (4*)

Ability to use own initiative to undertake tasks and to recommend appropriate courses of action. (4*)

Work to deadlines and prioritise workload. (4*)

Able to respond positively under pressure. (3,4*)

Qualifications/Training

Essential:

A qualification relevant to at least one of the identified work areas of the role or 2yrs experience within the setting. (3,5*)

Other

Essential:

Flexibility to carry out evening and weekend inspections and visits as required. (4*)

Full current valid UK driving licence and a car available for work which is insured for business use. (3,5*)

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by: Environmental Services Manager

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