

Job Description and Person Specification

Post Title: Environmental Health Team Leader

Reports to: Environmental Health Manager

Scale: 7

Politically Restricted: No

Overall Purpose

- To advise, give guidance, and carry out the day-to-day management of the Environmental Health functions in relation to: food hygiene and safety, health and safety, infectious disease control, sampling, statutory nuisance, private sector housing enforcement, empty homes, caravan sites and public health.
- To advise, give guidance, undertake inspections/investigations and associated enforcement actions on Environmental Health matters relating to businesses and members of the public.
- To provide appropriate mentoring, support and training for officers within the Environmental Health and other service areas on relevant matters.
- To provide accurate information to the public, colleagues and partners on environmental health matters.
- To promote a customer focused approach and engaging with transformation of services.

Key Roles, Tasks and Responsibilities

1. Be responsible for line management of the (Senior) Environmental Health Officers, (Senior) Environmental Health Technical Officers / Enforcement Officers, including performance management, maintaining motivation, ensuring staff perform to the best of their ability, absence management, identifying and reviewing with staff their training and development needs and providing advice and guidance to less experienced colleagues.
2. To manage assigned budgets and resources and where appropriate secure efficiency gains.
3. To hold Proper Officer appointments specified from time to time in the Council's Constitution which may include, the Lead Officer for Food Safety under the Food Safety Act 1990 and the Proper Officer for Public Health and Health and Safety Part 3.
4. To be responsible for taking the operational lead on complex and/or sensitive projects, working on the post holder's own initiative.
5. Demonstrate a proactive approach when working towards achieving individual and team targets and understand how these fit into the Council's objectives.
6. Demonstrate a strong customer focussed approach in all aspects of work, modelling best practice for less experienced colleagues.

7. To be aware and keep abreast of all changes (or proposed changes) in legislation / guidance and to advise the Council / Environmental Health team accordingly. In response to changes in legislation / guidance, update and implement policies and incorporate them in written procedures as necessary.
8. To be responsible for carrying out inspections, monitoring, taking measurements & 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.
9. In circumstances where formal enforcement action is necessary, the post holder should have the ability to take decisive action to achieve compliance. This includes the service of legal notices and providing further evidence in support of legal proceedings.
10. To maintain a knowledge of relevant legislation, technology and information systems relevant to the service area.
11. To be responsible for ensuring that records (including electronic records and databases) completed by the post holder and other officers are up to date and registers are satisfactorily maintained, and to assist with the provision of data for statutory returns.
12. To be responsible for the examination of relevant planning applications and local land change search enquiries for compliance with relevant legislation.
13. Ensure communication with businesses and members of the public meet the highest standards to deliver a consistent and high level of customer satisfaction.
14. Prepare, implement and evaluate promotional / educational programmes, visits, presentations and exhibitions in relation to environmental health.
15. To work in partnership with other agencies to develop and deliver efficiencies and service improvements.
16. The postholder will be required to undertake some inspections, investigations or attend meetings outside of normal working hours. There will be a requirement to undergo designated training sessions as necessary, which may be at other establishments. This includes preparing reports for, and attendance at Cabinet and Committee meetings.
17. To be flexible in approach to the work of the Environmental Health Team, undertake any other duties as may be deemed necessary and where appropriate or when directed to do so by the Environmental Health Manager or Group Manager.
18. 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 lone working device, mobile phone and laptop provided, essential car user, one paid professional subscription (CIEH).

On call/emergency situations: no formal on call arrangements but may be required to deal with emergencies. This includes core Environmental Health functions and wider emergencies the Council may be dealing with.

Security/safeguarding checks: DBS Enhanced.

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:

- Up to date knowledge of Environmental Health legislation and guidance of Environmental Health priority areas (3,4*)
- Specific knowledge in the areas of work being undertaken (3,4*)
- Conversant in technical, legislative and procedural aspects of the post (3,4*)
- Current detailed specialist knowledge of relevant EH subject and high-risk processes relevant to that area of work (3,4*)

Desirable:

Knowledge of health promotion issues (3,4*)

Experience

Essential:

- Be able to demonstrate an interest and understanding of relevant social issues, legislation and priority areas (3,4*)
- Operational experience of Environmental Health (3,4*)
- Previous experience in customer environment (3,4*)
- Satisfy criteria of Food Law Code of Practice (England) to inspect complex processes, approved premises and issue Hygiene Emergency Prohibition Notices (3,4*)
- Experience of serving legal notices, undertaking formal legal processes such as prosecutions / emergency actions (3,4*)
- Experience of working in Local Government & other Gov. Health organisations (3,4*)

- Post graduate qualification in related subject e.g. Food Safety, Management & Leadership, Acoustics or has achieved Chartered Status with the CIEH and 2 years' experience (3,4,5*)
- or**
- 3 + year experience with proven competence of high-risk processes / inspection and achievement of targets in a relevant work area (3,4*)

Desirable:

- Experience of managing people and resources (3,4*)
- Experience of writing policies / procedures and taking through Local Authority democratic processes (3,4*)

Skills/Abilities

Essential:

- Excellent verbal and written communication (2,3,4*)
- Able to prioritise own workload and work under pressure (2,3,4*)
- Able to work as part of a team and support less experience colleagues (3,4*)
- Able to maintain accurate records (3,4*)
- Analyse and interpret technical data (3,4*)
- Persuasive and diplomatic (4*)
- IT skills to accurately input data (3,4*)
- Work on own initiative and manage conflicting priorities (3,4*)
- Excellent time management skills and work to deadlines (3,4*)
- Able to manage projects (3,4*)
- Demonstrate a strong customer care approach in all aspects of work (3,4*)

Qualifications/Training

Essential:

- BSc in Environmental Health (or equivalent) and registered with the CIEH as an Environmental Health Practitioner (3,4,5*)
- Demonstrate satisfactory continued professional development in relation to relevant work area (3,4,5*)

Desirable:

- Chartered member of the CIEH (5*)
- Management / Leadership qualification (5*)

Other

Essential:

- Flexibility to carry out evening and weekend inspections and visits as required (4*)
- Management of lone working (4*)
- Full current valid UK driving licence and a car available for work at all times which is insured for business use (5*)

Desirable:

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 Health Manager

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