

Post: Environmental Health Manager

- Salary/Grade: £41,846 to £44,697 – Grade 15
- Hours/Days: 37 hours per week
- Fixed Term/Perm/Temp/Casual: Permanent
- Location, NEDDC, District Council Offices, Mill Lane, Wingerworth, S42 6NG
- Closing Date: 27th March 2019
- Interview Date: TBC

Job Details and Requirements

We are seeking a passionate, enthusiastic and hardworking individual to lead our dedicated Environmental Health Team.

Working across two Councils you will have the opportunity to play a major role in shaping the health of our Districts and positively transforming our services. This is a challenging but very rewarding role where you can make a real difference to our communities. You will be highly organised, possess excellent communication skills and be able to meet tight deadlines. Using your own initiative to effectively resolve complex cases is essential together with the ability to adapt in a continually evolving environment. In return, you will receive an opportunity to grow and develop your own skills and experience.

You will work in collaboration with a wide range of stakeholders and use your considerable knowledge working in Environmental Health at a senior level to deliver a high performing service. Both Councils have a strong reputation for improving and supporting the lives of our residents and we are keen to ensure this legacy continues.

The post holder will be one of two Environmental Health Managers leading an established and successful joint service which deals with the full range of environmental health duties. This role involves the managing the Commercial, Environmental Protection, Environmental Enforcement and Licensing teams (taxi and premises etc.) However the post holder will be responsible for managing the whole service on a regular basis. The service prides itself in its holistic, innovative and added value approach to both businesses and the public. There is ongoing commitment within the service to transforming and developing best practice and a flexible and resilient approach to service delivery.

We offer a fantastic range of benefits that include:

- Generous holidays (from 29 days a year, up to 34 days after 5 years' service) plus bank holidays).
- Local government pension scheme
- Subsidised leisure membership
- Flexible working
- Learning and development programme
- Employee wellbeing programme and assistance programme.

Contact Details

For an informal discussion about the post, please contact Karen Hanson, Joint Strategic Director on (01246) 217053 or karen.hanson@ne-derbyshire.gov.uk

Application Pack

If you are interested in this post, please visit the Jobs pages on the NEDDC website <http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from:

- Telephone NEDDC Contact Centre on 01246 217640.
- Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

We welcome applications from all sections of the community.

Job Description

Job title and post number	Environmental Health Manager – EH101,
Service Area and Directorate	Environmental Health, Place
Reports to	Joint Head of Housing and Community Safety
Direct reports	Commercial Team Environmental Protection Team Environmental Enforcement Team Licensing Team
Grade	Grade 15
Salary range	£41,846 - £44,697

Job purpose

To lead and manage staff and ensure the Council's statutory duties are met and the service contributes to the protection and improvement of public health.

To provide a comprehensive Environmental Health service to both Councils and to manage and develop the service within the framework of stated policies of both Councils and any best practice.

To continually review all aspects of the environmental health service to achieve continuous improvement in performance.

To act as a leadership and management resource across the Environmental Health Service and deputise for the Joint Head of Housing and Community Safety as and when required to do so

Duties and responsibilities

1. Carry out effective planning, programming and use of resources across the service, to ensure efficient operations of teams and to achieve or exceed performance targets and service standards. Continually review the needs of the service and reprioritise and implement changes where appropriate.
2. Provide leadership and professional advice on all matters relating to the Service
3. Lead and manage complaints and enquiries regarding service delivery and staff within the respective teams.
4. Be responsible for the respective teams' revenue and capital budgets ensuring compliance with the Council's standing orders and financial regulations at all times.

5. Regularly review policies, plans, procedures and strategies in accordance with legislation and guidance and to ensure that service needs are met. Oversee development and maintenance of information management systems.
6. Lead on and manage change initiatives within the Environmental Health service.
7. Develop, encourage and maintain effective member/officer relationships
8. Develop and maintain productive strategic partnerships and positive working relationships with other departments of the Council, external agencies and organisations. Particularly with Public Health colleagues to ensure the most effective contribution to the overall improvement of public health.
9. Identify opportunities for joint working and external resources to support and enhance the work of the service and partners. Lead and oversee any bids for resources and manage such projects, ensuring compliance with Council policies and financial regulations.
10. Manage the procurement of external services, evaluate the tender applications and select preferred provider. Manage such contracts and services as appropriate.
11. Represent both Councils and attend meetings of the Councils, Courts of Law, Tribunals, Public Inquiries and any other meetings etc as required.
12. Keep up to date with all relevant legislation, practices and policies and lead on the development of any service changes and improvements
13. Ensure a prompt and effective response in the event of any environmental health emergencies and contribute to the review of the Council's Business Continuity Plan.

Working conditions

The postholder will be expected to work out of hours as the need arises.

In the event of a declaration of a civil emergency or business continuity event you will be expected to undertake appropriate duties as directed by your line manager these may include working outside the normal working time parameters.

Physical requirements

None.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	Joint Head of Housing and Community Safety; or Joint Strategic Director - Place
Date approved:	March 2019
Reviewed:	

PERSON SPECIFICATION

Post Title: Environmental Health Manager	Section: Commercial Team Environmental Protection Team Environmental Enforcement Team Licensing Team		
Directorate: Place			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> • A thorough knowledge of the legislation relevant to the service area. • A good understanding of local government and its structures including a thorough understanding of the financial and legal frameworks. • Political awareness and an understanding of the implications of the political decision making process. 	<p>a, & i</p> <p>a & i</p> <p>a & i</p>		
Qualifications			
<ul style="list-style-type: none"> • Degree/Diploma in Environmental Health. • Registration with the Environmental Health Registration Board. (EHRB) • Recognised management qualification (or willing to work towards) • Own transport/current full driving licence in order to undertake site investigations across the district. Alternative arrangements may be agreed for applicants with a disability. 	<p>a & c</p> <p>a & c</p> <p>a & c</p> <p>a & c</p>	<ul style="list-style-type: none"> • At least one additional qualification in a relevant specialist area (or willing to work towards) 	<p>a & c</p>
Experience			

<ul style="list-style-type: none"> • Significant experience in a management role within Environmental Health. • Experience of providing advice to Elected Members. • Preparation, management and control of large and complex budgets • Significant experience of working to tight deadlines and managing conflicting priorities. • Experience of managing change and cross service working. • Experience in producing service plans, strategies, policies and complex reports. • Experience of achieving targets contained within relevant performance management frameworks. • Effective handling of complaints, maintaining confidentiality and responding sensitively in respect of complex and difficult situations. 	<p>a & i</p>	<ul style="list-style-type: none"> • Experience of partnership working with other stakeholders in service delivery. • Preparation and management of funding bids. 	<p>a & i</p> <p>a & i</p>
<p>Skills</p>			
<ul style="list-style-type: none"> • Effective leadership skills and ability to motivate others. • Ability to drive through change, be flexible and responsive and act on own initiative. • Effective IT skills including MS Office and relevant systems. • Excellent communication skills both verbally and in writing. • Effective negotiating, influencing, diplomacy and advocacy skills. • Project management skills. • Ability to form productive working 	<p>a & i</p>		

relationships with internal and external customers, partners and other agencies.	a & i		
• Ability to work independently and as part of a team.	a & i		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, (c) certificate check; (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selection process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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Date approved:	<i>March 2019</i>
Reviewed:	