

JOB DESCRIPTION

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| 1. | Service Team | Community Services |
| 2. | Post Title | Environmental Health Manager
(Politically Restricted) |
| 3. | Post Number | DCHE02 |
| 4. | Post Grade | J |
| 5. | Section | Environmental Health, Licensing and Community
Safety |
| 6. | Responsible to | Head of Community Services |
| 7. | Responsible for | Environmental Health, Licensing and Community
Safety functions. Corporate Health and Safety, Chair
of Safety Advisory Group for events and
Administration. |
| 8. | Main Purpose of Job | |
| 8.1 | To lead and deliver the operational management for the environmental health, Licensing and Community Safety functions to meet statutory requirements and to deliver and continuously improve services. | |
| 8.2 | To collaborate with partners including Public Health and members to deliver the objectives of the Council Plan and to respond to critical impacts on the public. | |
| 8.3 | To monitor performance and meet the requirements of statutory returns | |
| 8.4 | To monitor and control the Environmental Health budget to ensure it is in line with target/projections raising any variance and proposed corrective action | |
| 8.5 | To develop a commercial aptitude within the team, generating income for service delivery. | |
| 8.6 | To advise the Head of Community Services on the council's corporate health and safety functions and adviser and manage the corporate health and safety officer. | |
| 8.7 | To act as the council's deputy district emergency planning officer (DEPLO). | |
| 9. | Principal Responsibilities | |
| | A. Team Management – Activity, Performance, People and Resources | |
| 9.1 | To lead the service, coordinating and leading people to ensure the effective delivery of service objectives and performance within allocated budget. | |

- 9.2 Provide personal and visible leadership to create a positive environment for people to perform, supporting and encouraging their personal and professional development for current, and where applicable, future roles.
- 9.3 To set high, but realistic, professional standards ensuring they are met and improving individual performance, challenging unacceptable performance and behaviour on a consistent basis when necessary.
- 9.4 Ensure all HR policies are applied fairly and consistently within the service.
- 9.5 Responsible for monitoring and controlling budget and service performance on a regular basis to ensure both are in line with target/projections raising any variance and proposed corrective action with the Head of Community Services.
- 9.6 To develop and implement innovative systems and processes that will continually improve performance to deliver an income for the council.
- 9.7 To engage effectively with customers (internal and external), in order to understand their requirements from the service and meet their needs wherever possible.

B. Specific Tasks

- 9.8 To effectively manage the environmental health, licensing and community safety functions, ensuring the optimum use of resources and staff capabilities so that the council meets its statutory obligations.
- 9.9 To actively participate in the development of the emergency plan and implement emergency procedures as required.
- 9.10 To ensure technical inspections, investigations and enforcement are carried out in accordance with relevant legislative requirements and develop and implement national and local promotional campaigns in respect of related service functions.
- 9.11 To ensure that systems for the recording of relevant information and statistics related to both budgetary and operational matters are properly maintained making regular reports to the Head of Community Services as required.
- 9.12 To maintain an awareness of developments in the environmental health, licensing and community safety fields and in associated legislation and make the necessary adjustments to working practices to ensure continuing compliance with statute and best practice, whilst meeting member and public aspirations.
- 9.13 To liaise with outside agencies and colleagues both within the environmental health service and in the authority generally to ensure high standards of communication.
- 9.14 To act as the safety advisor to the authority, by providing advice to managers to assist them in reaching compliance with statutory responsibilities. Liaison with the Health and Safety Executive and other agencies as required.
- 9.15 To ensure that services are delivered in compliance with health and safety legislation and the council's health and safety policy.
- 9.16 To fulfil any allocated roles in respect of emergency planning and act as the council's deputy DEPLO.

C. General

- 9.17** To take part and support the council as part of the emergency planning process including responding to emergencies in business hours and out of normal office hours as required.
- 9.18** To adopt sustainable working practices in terms of the way services are delivered and in respect of the way the council consumes materials and energy.
- 9.19** To manage business risk and formulate and comply with the council's Corporate Health, Safety and Welfare Plan, and to ensure that both systems and premises under control are maintained in an acceptable standard to ensure the risk management and health and safety of staff and visitors.
- 9.20** Ensure that services are delivered in compliance with existing and new health and safety legislation and the council's health and safety policy, ensuring that duties are pursued in a safe manner with due regard to the health and safety of self and others.
- 9.21** To adhere to all council policies and ensure all council policies are properly complied with throughout the service team and to ensure the council's responsibilities in relation to safeguarding of children/adults are incorporated within the team as necessary.
- 9.22** To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.
- 9.23** Job descriptions will be subject to review and possible change on an annual basis subject to corporate priorities.