

Role Profile

This section provides key information relating to the role

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| Job Title: | Environmental Protection Team Leader | | |
| Post No: | RP0141 | Grade: | L |
| Team: | Regulatory Services | Location: | Campus East |
| Responsible to: | Environmental Health Manager | | |
| Responsible for: | Environmental Health Officer – Environmental Protection Environmental Protection Officer | | |

Overall job purpose:

The Environmental Protection Team Leader is the senior professional officer within the team with responsibility for Planning Consultations, Air Quality Monitoring and Management, Private Water Supplies, Local Air Pollution Prevention and Control, Contaminated Land, Construction noise, Licensing consultations, Drainage, Statutory Nuisance Complaints, Accumulations and Pest Complaints.

The Team Leader will support the Environmental Health Manager in the delivery of Environmental Protection functions and is responsible for providing technical support to the team. The post holder will also undertake proactive and reactive work, namely Environmental Protection inspections and respond to a range of service requests.

The Team Leader has managerial responsibility for up to two professional and technical staff, and the delivery of the work programme.

To support the strategic development and delivery of the Environmental Health service.

To ensure that all service objectives, targets and service levels are understood, monitored and performed by all members of the team.

Work in collaboration with other services, and senior management to ensure that services are joined up appropriately and are aligned to the achievement of the Council's aims and objectives.

Key areas of focus:

1. The role of the Environmental Protection Team Leader is to assist the Environmental Health Manager in maintaining consistently high and legally compliant standards. To act as the lead covering Environmental Protection matters including day-to-day staffing issues. This may include representing the Environmental Health Manager at any Committee, management meetings or site meetings.

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| 2. | To develop, implement and undertake inspections, sampling, investigations and other such duties to enforce environmental health, environmental protection, and nuisance law to achieve the objectives of the Service. Ensure compliance with appropriate legislation. |
| 3. | To implement the team objectives, ensuring that all determined targets and service levels are understood, monitored and performed by all members of the team. |
| 4. | To liaise as appropriate with the UKHSA, DEFRA, Environment Agency and others. Together with the Environment Health Manager respond to enquiries, information requests, consultations received from them. |
| 5. | To assist in the management of the Environmental Health service and in the formulation of policy and the development of service initiatives, including development of the annual service plan and other policies. |
| 6. | To respond to and investigate cases of alleged incidents and requests for service. |
| 7. | To lead on data gathering for Freedom of Information Act and Subject Access Request responses relating to team activity and support the Environmental Health Manager in responding to Environmental Information Regulations requests. |
| 8. | Where necessary, be able to provide other teams and departments with legal advice relating to matters within the remit of the Environmental Protection. |
| 9. | <p>To ensure that enforcement issues are progressed even-handedly, fairly and transparently and that compliance with the Regulators Code principles and the Business Units enforcement policy is monitored and adhered to.</p> <p>To be responsible for and have the discretion to initiate investigations to detect and rectify serious breaches of a wide range of legislation.</p> <p>To interview witnesses, take statements, collect, prepare and collate evidence correctly, thoroughly, professionally and in accordance with Police and Criminal Evidence Act 1984 (PACE) and departmental procedures to prepare prosecution reports and to act as a witness in Court on behalf of the Council.</p> |
| 10. | To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities. |
| 11. | To assist with the development and implementation of positive strategies in enforcement and service provision. Assist with investigations by maintaining contact with customers, stakeholders, and others. Assist with the collection of evidence for legal proceedings to be taken by the Council. As necessary, you will be required to work outside normal office hours, for example to undertake evening inspections/visits, investigating accidents or attend Committee meetings. |
| 12. | To comply with the Council's Health and Safety Policy and all guidance and instructions on safety matters. Maintain confidentiality of all computers and filing systems and comply with the Council's policies on data protection and information security. |

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| 13. | To assist with the promotion of the service. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and to assist with the training and development of others, including students. Ensure that officers have the necessary competencies to perform the tasks assigned to them. |
| 14. | Play a pivotal role in the safeguarding of vulnerable individuals, ensure appropriate safeguarding referrals are made. |
| 15. | To manage any relevant contracts within the service area. |
| 16. | The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post. |
| 17. | Any other duties that are commensurate with the level and grade of this post. |

Role Requirements

The following outlines the criteria for this post.

| Criteria | Essential | Desirable | Assessment Criteria |
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| Qualifications and experience | | | |
| The post holder must hold the Certificate of Registration of Environmental Health Registration Board (a prerequisite of this is to hold an appropriate qualification in Environmental Health e.g. Degree or equivalent) | | x | AP/IN |
| Degree Level Qualification in a relevant field | x | | AP/IN |
| Relevant post-graduate qualification e.g. Diploma in Acoustics | | x | AP/IN |
| Additional qualifications in management and or leadership. | | x | AP/IN |
| Proven track record in Environmental Protection | x | | AP/IN |
| Knowledge | | | |
| Experience of management within an Environmental Health area or equivalent, including undertaking 121's. | | x | AP/IN |

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| Significant depth of experience working in Environmental Protection including extensive experience in the use of noise monitoring equipment and (interpretation of results and production of reports), Air quality reports or contaminated land. | x | | AP/AS/IN |
| Must be able to demonstrate an ability to undertake complex specialist / technical work and to make independent decisions without supervision on a regular basis, recognising personal limits and when to ask for assistance and support. | x | | AP/AS/IN |
| Good knowledge of finances and sound budget management in order to manage the service within the budget limits. | | x | AP/IN |
| Skills and abilities | | | |
| Experience of analysing, reporting and presenting data. | x | | AP/AS/IN |
| Good written, spoken and listening communication skills. Ability to keep accurate and appropriate notes and records. | x | | AP/AS/IN |
| The ability to communicate effectively (both verbally and in writing) with all sections of the public, peers and business community. Confident in liaising with Council managers, Councillors, and staff from outside organisations. Ability to persuade and influence individuals to gain their co-operation and compliance, including using tact and professionalism to diffuse confrontational situations. | x | | AP/AS/IN |
| Ability to manage own workload and meet statutory deadlines, often requiring rapid re-prioritisation of workload with an understanding of legal processes governing enforcement work | x | | AP/AS/IN |
| Ability to exercise judgment, sensitivity and discretion to develop and manage stakeholder relationships and assigned cases. | x | | AP/IN |
| Supervisory/management skills to manage and motivate a team in order to achieve performance targets. | x | | AP/AS/IN |
| High level of resilience and ability to remain composed under pressure. | x | | AP/AS/IN |

| Other attributes | | | |
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| Willingness and ability to attend and give evidence at Council Committees and Court and to work alone or as part of a team maintaining accuracy and attention to detail throughout daily work | x | | AP/AS/IN |
| To hold a full driving licence valid in UK and have access to a motor vehicle with business insurance. | x | | AP/IN |
| Demonstrate competency in MS packages including Word, Access, Excel and PowerPoint. | x | | AS/IN |
| Willingness and ability to work outside of normal office hours to carry out site inspections and visits and to attend meetings | x | | AP/IN |
| Able to understand and have a commitment to relevant Council Diversity and Equality policies. | x | | AP/AS/IN |

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

| Collaborative | Open | Responsible | Excellent |
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| We work together to get things done | We behave with integrity & fairness | We take responsibility for our actions and decisions | We perform at our best & strive for excellence |

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.