

Role Profile

This section provides key information relating to the role

Job Title:	Regulatory Services Manager		
Post No:	RP0087	Grade:	COC
Team:	Regulatory Services	Location:	Campus East
Responsible to:	Assistant Director (Public Realm)		
Responsible for:	Private Sector Housing Manager Environmental Health Manager Licensing Team Leader Senior Regulatory Support Officer		

Overall job purpose:

To be the Council's lead expert on Environmental Health, licensing and enforcement.

To ensure that the Council's statutory responsibilities for Environmental Health and Licensing are fulfilled and delivered.

To provide and promote strong, effective leadership and management, demonstrating and promoting the Council's value and behaviours to motivate staff to deliver high quality services to customers.

To plan, lead, develop and monitor robust performance standards and in accordance with the Council's priorities as set out in the Corporate Plan, seeking to continuously improve services.

To work effectively and collaboratively with stakeholders and external partners to deliver aligned projects and priorities.

Key areas of focus:

1.	Be responsible for and to provide lead expert advice to senior managers, Cabinet and Members for the Environmental Health Service and licensing Services.
2.	Be responsible for compliance with, management of and delivery of the Council's statutory responsibilities in relation to Private Sector Housing, Food Safety and Health & Safety, Environmental Protection, Licensing, Hackney Carriages and Private Hire licensing,

3.	To lead, and provide lead expert advice, on enforcement policy and practice ensuring compliance with the relevant legislation, codes of practice and guidance for evidence gathering and legal proceedings. To exercise delegated powers for enforcement and regulatory activities. To be an authorising officer for surveillance under the Regulation of Investigatory Powers Act 2000 (RIPA).
4.	Be responsible for delegated financial budgets, contracts, commissioned services and resources to ensure that they are effectively managed providing value for money and in compliance with the Council's policies and procedures.
5.	To provide and promote strong, effective leadership and management, demonstrating and promoting the Council's value and behaviours to motivate staff to deliver high quality services to customers and continuous improvement.
6.	To lead, plan, develop and monitor robust performance standards in accordance with the Council's priorities as set out in the Corporate Plan, seeking to continuously improve the services.
7.	To lead on the development of staff, using coaching and mentoring, to ensure high levels of professionalism and service delivery and leading a culture of continuous development and improvement.
9.	To lead on the development and delivery of all strategies and policies within the service.
10.	To be commercially minded and actively seek opportunities to generate income and to seek external funding and grants.
11.	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.
12.	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.
13.	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
Qualifications and experience			
Diploma in Environmental Health or approved Degree in Environmental Health and Certificate of Registration from the Environmental Health Officers Registration Board or equivalent	x		AP
To be a Chartered Environmental Health Practitioner		x	AP
Substantial experience in one or more specialisms in Environmental Health	x		AP/AS/IN
Substantial experience of leading services at a managerial level	x		AP/AS/IN
Knowledge			
High level of knowledge and understanding of relevant service legislation and good practice.	x		AP/AS/IN
Thorough understanding of the current and future challenges and opportunities in the service.	x		AP/AS/IN
Evidence of continued professional development	x		AS/IN
Knowledge and understanding of financial budget management.	x		AP/AS/IN
Skills and abilities			
Ability to lead and transform services and manage change to deliver effective and excellent services.	x		AP/AS/IN
Evidence of strong and effective management and team working to lead and inspire staff.	x		AP/AS/IN
Effective influencing and negotiating skills.	x		AS/IN
Effective communication and presentation skills.	x		AS/IN
Other attributes			
Positive role model demonstrating the Council's culture, values and behaviours.	x		IN

Strong analytical skills and able to make logical decisions and to develop effective and creative solutions to problems.	x		AS/IN
Able to work positively and constructively under pressure and to meet deadlines.	x		AS/IN
Able to respect sensitive and confidential information in accordance with GDPR and information sharing protocols.	x		IN
Able to attend meetings and work out of hours when needed.	x		AP/IN
Able to drive/travel around the borough and to other locations.	x		AP
This is a politically restricted post	x		IN

Our Values and Behaviours



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

Collaborative	Open	Responsible	Excellent
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.