



Role Profile

This section provides key information relating to the role

Job Title:	Public Health and Protection Team Leader		
Post No:	P01420	Grade:	M
Team:	Public Realm	Location:	Campus East
Responsible to:	Environmental Health Services Manager		
Responsible for:	Environmental health team and specialist staff as allocated		

Overall job purpose:

To direct and manage the work of an allocated environmental health team and specialist staff ensuring that balanced and appropriate workloads are set, monitored and delivered and that identified team, and individual targets are completed in a satisfactory and timely way.

Be an Authorised officer, Inspector, Appointed Person and other relevant statutory designations and take responsibility for prioritisation, management and delivery of own workload and that of the allocated team.

Key areas of focus:

1.	Competently undertake the duties, responsibilities and role of a fully authorised officer under all relevant Environmental Health statutes and ensure the allocated team provides a timely and effective risk based proactive and reactive response to requests from the public, peers, partners and business community for Environmental Health services.
2.	Design, manage, monitor and conduct environmental health-based inspection, investigation and sampling programs (including out of hours as necessary) and as required for the performance of the Environmental Health and Licensing Service functions and the management of public health, safety and environmental risks.
3.	Participate in rotas for providing out of hours activities and services (e.g. noise nuisance, emergency response) as required for the performance of environmental health functions.
4.	Personally manage, and direct the more complex proactive and reactive investigations, audits, inspections, advisory visits, surveys and special projects. Perform the role of designated Senior Investigating Officer for major environmental health incidents such as fatal workplace accident investigations, major food poisoning/infectious disease outbreaks and serious pollution incidents.
5.	Use professional skills, judgment and experience to identify and examine relevant options and available interventions and decide and execute the most appropriate course of action (including formal enforcement actions) based on the specificities of the individual case, professional judgment, national legislation and supporting documentation and evidence.

6.	Ensure that individual team members competency, expectation, appraisal, training and development, safety, welfare, supervision and discipline receive full and proper attention. Conduct staff appraisals, set and monitor personal performance targets.
7.	Identify, manage, collect, prepare, present and defend evidence in Court (including Magistrates, Crown, HM Coroner) on behalf of the council, ensuring proper precautions are put in place personally and by team members to maintain evidential robustness and continuity.
8.	Design systems and methodologies to accurately obtain, process, collate and where appropriate analyse samples of air, land, water (including drinking water) and food. Use appropriate equipment and techniques to accurately design, manage and execute environmental and other sampling programmes for noise, ground water, radiation, biological and chemical agents.
9.	Prepare and deliver presentations and training courses/seminars to support environmental health work within the community.
10.	Prepare performance, committee and other statistical reports and returns as requested.
11.	Assist in the preparation of service and development plans (including statutory service plans required by External Agencies) and assist with recruitment and selection, disciplinary investigations, sickness absence monitoring and other corporate management activities as required. Manage and assist the education and development of student EHOs or other trainee staff.
12.	Be cognisant of changes and issues arising from specific allocated field(s) of environmental health work and take responsibility for policy development, special projects, research, monitoring, expert advice, staff training, auditing and peer review (as necessary).
13.	Provide the appropriate level of operational and tactical support in respect of the service and corporate emergency plans.
14.	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.
15.	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.
16.	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			
Master's or bachelor's degree in environmental health (or for persons who qualified prior to 1995, the Diploma in Environmental Health)	x		AP
Masters or Post Graduate qualification in relevant Environmental Health subject		x	AP
Registered with the Environmental Health Officers Registration Board (EHORB)	x		AP
Corporate Member of the Chartered Institute of Environmental Health (CIEH)	x		AP
Evidenced minimum 30 hours relevant Continuous Professional Development in any one calendar year in accordance with the Chartered Institute of Environmental Health CPD Regulations 2005	x		AP/IN
Post graduate experience in the field of Environmental Health encompassing work within food hygiene/safety, occupational health and safety, pollution control and public health disciplines	x		AP/AS/IN
Preparing/giving credible evidence at court, tribunal or committee.	x		IN
Knowledge			
Technical, procedural and legal aspects of Environmental Health professional practice	x		AP/AS/IN
High level of technical and in-depth knowledge in one or more fields of Environmental Health. (to include, Food Safety, Health & Safety, Pollution Control, Licensing, and Public Health)	x		AP/AS/IN
Skills and abilities			
Ability to communicate effectively (including complex scientific and legal concepts) both verbally and in writing to a range of audiences	x		AS/IN

Ability to use communication and persuasive skills in order to make persons choose a course of action they would rather not take.	x		AS/IN
Ability to manage a constantly changing set of work priorities and to make priority risk-based judgements	x		AS/IN
Ability to deal with aggressive people and conflicting situations	x		AS/IN
Ability to use initiative and make immediate legal and risk-based decisions in a high-pressured environment without access to support	x		AS/IN
Other attributes			
High levels of IT skills including MS Office suite of applications	x		AS
Ability to work outside of normal office hours	x		IN
A full UK driving licence and access to a vehicle	x		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
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.

