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| Post Title | Senior Manager – Environmental Health & Housing |
| Job Family | Senior Manager – Tier 2 |
| Reports to | Chief Officer – Place & Governance |
| Salary | £42,821 - £43,857 |
| **Role Purpose** |
| To lead the professional enforcement groupings contained within the Environmental Health Team, including Housing, Food & Occupational Health and Environmental Protection.To develop and coordinate the development and effective implementation of strategies and policies relevant to the role;To performance manage team to ensure that all agreed targets are delivered across the area of responsibility.To develop and promote integrated working both across the specified teams but also within a multi-agency setting, to effectively target high risk activities across Allerdale.To effectively manage the budgets across the areas of responsibility.To create and manage integrated teams who provide high quality services across a range of professional disciplines. |
| **Key Accountabilities** |
| * To provide leadership in the development and operation of the Environmental Health and Housing Team, driving improvement across the service.
* To ensure that the team has effective strategies and plans, with a strong performance management culture.
* To ensure the efficient and effective delivery of environmental health services.
* To organise and manage the Environmental Health & Housing Team and developing policy guidelines.
* To develop, implement and monitor environmental health operational service plans.
* To implement changes required to ensure the continued efficient and effective management of the housing and environmental control and support services in accordance with approved policies.
* To obtain maximum efficiency and effectiveness, and by developing sound management practices, encourage value for money from all activities within the division.
* To formulate revenue and capital estimates for the service and subsequently monitor expenditure and progress against budgetary provision.
* To assess and implement training requirements of the service in accordance with corporate procedures.
* To attend appropriate committees, working groups, outside bodies etc, at the direction of the Chief Officer – Place & Governance.
* To ensure implementation of the Council's adopted decisions and policies regarding environmental health matters.
* To advise SMT on progress and developments in connection with the work of the division.
* To ensure that specialist knowledge exists in all aspects of environmental health within the unit.
* To study in depth those matters, which require constant re-appraisal in the light of technological progress and legislative changes with the objective of securing uniformly high stands of management and administration.
* Co-ordinates the work relating to the inspection of all food premises and those Local Authority enforced premises covered by the Health and Safety at Work Act 1974 throughout the district.
* Inspects to determine the adequacy of environmental health standards in a variety of premises, to diagnose problems, to recommend, to determine action required and to secure improvements.
* Enforces statutory remedies by recommending the service of notices and/or prosecutions and re-inspects to assess remedial measures taken.
* Innovates organisational and technical changes in the Environmental Health and Housing Team within a wide area of discretion and prepare reports and recommendations which could initiate or change policy.
* Liaise with Government Departments - the LGA, DEFRA, FSA, EA, HSE and Department of Health in connection with environmental, food and health and safety matters.
* Liaise with the Cumbria County Council and the Health Protection Agency, NHS Trusts concerning various environmental health matters.
* Monitors revenue and capital expenditure against budgetary provision and authorises payments in connection with environmental health matters.
* Provides expert advice to the Chief Officer – Place & Governance and the Council on relevant environmental health matters.
* To manage the environmental health budgets.
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| **Knowledge, Skills and Experience** |
| * Effective leadership skills.
* Possession of well developed communication skills both verbal and written.
* A demonstrable understanding and acceptance of the principles underlying equal opportunities and diversification and a commitment to achieving and practising these.
* Good organisational ability, particularly self organisation, ability to see tasks through to a successful conclusion.
* Chairing and managing multi-agency meetings.
* To understand political sensitivity and have experience of directly working with elected Members.
* Up to date knowledge of legal, technical and professional matters in relation to Environmental Health (Commercial) areas of responsibility.
* Local Authority budgetary controls and constraints and active budget management.
* Good understanding of the principles and practices of good project management.
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| **Qualifications** |
| * Relevant professional qualification to at least degree level in one of the professional disciplines within the areas of responsibilities.
* Post-graduate qualification in at least one of the areas of responsibilities.
* A relevant management qualification (NVQ 4 or above).
* Proven or demonstrable track record of project and caseload management.
* Minimum of five years post qualification experience in a management capacity in a local authority setting.
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| **Strengths** |
| * Adaptable
* Change Agent
* Enabler
* Strategic
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