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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. | |
| **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. | |
| **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. | |
| **Strengths** | |
| * Adaptable * Change Agent * Enabler * Strategic | |