

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Job Accountabilities

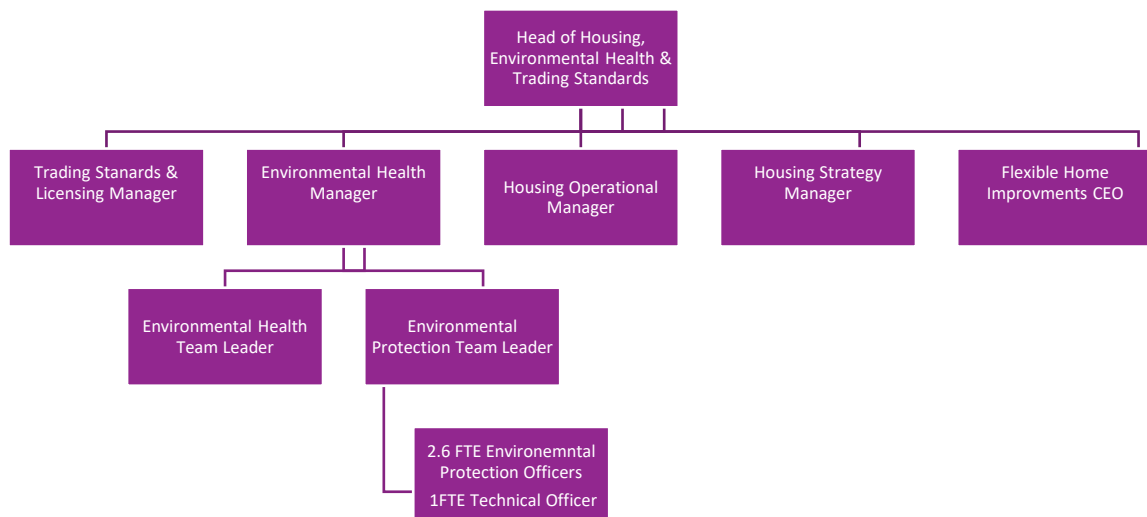
Job Title: Environmental Protection Team Leader	Job number: WM0481
Service Area: Housing, Environmental Health & Trading Standards	Team: Environmental Health

JOB PURPOSE

Under the general direction of the Environmental Health Manager to provide operational management, leadership, expertise and motivation to the Environmental Protection Team.

Provide support and expertise to the Environmental Health Manager, senior managers, Members of the council and the general public in the specialist areas which include and any other associated duties within the remit and in accordance with the Council's policies, procedures and standards.

POSITION WITHIN SERVICE STRUCTURE



JOB ACCOUNTABILITIES

Service delivery accountabilities

The Environmental Protection Team Leader will be responsible to the Environmental Health Service Manager (within the Adult, Health and Housing Directorate) for the following accountabilities:

1. Lead, supervise, organise, coach and motivate staff working within the Environmental Protection team. Implement, supervise, monitor, and review the workload, actions, and initiatives within the Environmental Protection team to improve the performance and development of individuals and the team and ensure its effective and efficient operation.
2. Ensure the Council's statutory and legal obligations and responsibilities relating to Environmental Protection and related strategies, policies and projects including other associated functions coming within the remit of, or assigned to, the post are efficiently and effectively discharged in accordance with the council's policies and procedures.
3. Provide sound advice and effectively communicate and network with other sections/divisions of the Housing, Environmental Health and Trading Standards teams, Adult, Health and Housing Directorate, other directorates of the Council, Members and with various outside bodies for ensuring compliance and /or consistency with relevant environmental protection, community protection and all relevant legislation associated with the service.
4. Ensure the Environmental Protection team complies with all council corporate standards, service standards, strategies, policies and procedures and any other matters designed to achieve consistency of practice throughout the council.
5. Initiate service policies in response to changes in legislation, government standards and guidance for the delivery of relevant services. Ensure effective consultation is undertaken which is reflected in the policy and which must encompass the stakeholders needs whilst meeting both government and operational targets.
6. Effectively support the Environmental Health Manager to manage the devolved environmental health/environmental protection team budgets, including the authorisation of some expenditure and contribute towards the formulation of the annual service budgets specifically in relation to the environmental protection team in accordance with the Borough's corporate standards.
7. Monitor the delivery of the Council's Dog Control, Pest Control and Out of Hours Noise contracts and effectively manage the performance of third party contractors to ensure compliance with the contract and relevant service standards and delivery of the service within the allocated budget.
8. Ensure compliance with the Environmental Protection Unit's performance and quality management systems, enforcement policies and other policies, procedures and standards to secure the maintenance and delivery of high quality, best value services and demonstrate the team's performance against the relevant corporate and unit service standards.
9. Represent the Unit/Division as directed by the Head of Housing, Environmental Health and Trading Standards on nominated internal and external bodies on matters relating to Environmental Protection, or as required.
10. Provide peer support and guidance to the Commercial Services Team Leader, including deputising for the Environmental Health Service Manager as and when required
11. Plan and implement own workload in fulfilling the duties of the post and for ensuring the interests of the Council, customers and/or client(s) are best served.
12. Support team members in appropriate enforcement and legal action in accordance with

delegated authority, including preparing legal notices, the carrying out of interviews in accordance with the Police and Criminal Evidence Act 1984 and where appropriate give evidence in Court, where serious contraventions of environmental protection legislation are suspected and Public Inquiries and Tribunals, as necessary.

13. Develop and implement effective emergency plans and processes as required by the council's Emergency Planning Framework to ensure the Environmental Protection teams are sufficiently prepared to provide a robust response to a civil emergency or major incident (where necessary).

14. Carry out other community focussed functions within the Unit as required

Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook; these include:

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Our corporate values and behaviours
- Budget management
- Specific responsibilities for managers.

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	<p>Diploma (if obtained before 1993) or Degree or MSc in Environmental Health or relevant Environmental Protection/Science Degree/Diploma</p> <p>Possession of specialist knowledge, skills or experience in a particular aspect of Environmental Protection work</p>	<p>Chartered Practitioner with Chartered Institute of Environmental Health</p> <p>Management Qualification / training</p> <p>EHORB Registration</p> <p>Media skills training</p> <p>Institution of Occupational Safety and Health (IOSH) Managing Safety or equivalent</p>	<p>Qualification/certificate</p> <p>Application Form/ Interview</p>
Job Competence summary (knowledge, skills, abilities, experience)	<p>Demonstrate sound knowledge and ability to enforce environmental protection law.</p> <p>Inspection, investigation, auditing and research skills</p> <p>Ability to take enforcement and legal action, including preparation of evidence, prosecution reports and attendance at court and public inquiries</p> <p>Knowledge of the Town Planning Act 1990, Licensing Act 2003 and Gambling Act 2005.</p> <p>To work to regulatory requirements i.e. DEFRA, LAPPC, LAQM, Contaminated Land and nuisance</p>	<p>Working knowledge of Uniform and Agresso systems</p> <p>Budgetary Control experience</p> <p>Good analytical skills</p> <p>Experienced in presenting reports to Council Boards/Panels.</p> <p>Familiarity with Business Planning and experienced in writing service plans, policies and procedures.</p> <p>Familiarity with personal development interviewing and conducting staff appraisals</p>	<p>Application Form and Interview</p>

	<p>Ability to advise and influence through effective communication and leadership at all levels and in a variety of media, forums and situations</p> <p>Ability to write clear concise technical reports</p> <p>Ability to operate effectively under pressure and to plan, organise and prioritise workload</p> <p>Ability to recognise risk and a risk based approach to environmental protection regulation</p> <p>Able to work effectively with businesses, partners and stakeholders</p> <p>To use knowledge effectively</p> <p>Undertake personal development, innovation and learning</p> <p>ICT literacy and numeracy Highly motivated and a commitment to achieve results efficiently and effectively</p> <p>Act as the councils representative as required</p> <p>Good negotiating skills</p>		
Other requirements	Attendance at meetings of elected members, Court and Public Inquires and		Interview

(e.g. unsocial hours working, driving licence, fit to drive Council vehicle etc.)	<p>working unsociable hours when required/as necessary</p> <p>Hold a current driving licence and provide a roadworthy, taxed and insured vehicle able to carry equipment and the functions associated with the post on a daily basis</p>		Application form / interview
<p>Politically restricted post</p> <p>Yes</p>			
This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the council's English language fluency standard applies.	The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English.