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| **Public Protection Team Leader (2500)** |
| **Service Area**  Environmental Health |
| **Manager/Team Leader**  Assistant Director for Environmental and Leisure Services |
| **Direct reports**  8 |
| **Total Managed**  8 |
| **Purpose of the Role**   * To lead the Public Protection Team within Environmental Health covering Food safety, Health and Safety and Licensing functions for the Authority. * To deliver the objectives of the Public Protection service plan and to ensure the Council fulfils its business objectives and statutory responsibilities. * To undertake regulatory activities and statutory consultations including enforcement as a key member of the Public Protection Team. * To work with partners internal and external to deliver successful outcomes. |
| **Key Result Areas**   1. Management of staff - responsible for direct management of Environmental Health professionals, including leading and motivating staff to deliver the best possible service. 2. Management of service area — Setting clear and effective direction and leadership for the Public Protection Team, to enable them to perform to a high standard in support of delivery of the Council's objectives and strategies. 3. To provide support and advice to prospective or existing businesses or residents on potentially complex issues in relation to compliance with relevant legislation. 4. Undertake investigations, inspections and interviews in accordance with Council policies & procedures; the Police & Criminal Evidence Act and good practice. 5. Undertake enforcement work in connection with other teams, departments and other enforcement bodies. 6. Investigate complaints from the public and businesses and decide on the most appropriate course of action with reference to the Enforcement Policy and departmental procedures. 7. Additional, unsociable hours both planned and unplanned may be required. To take part in the Council’s out of hours scheme as required. 8. Prepare correspondence, records, reports, legal notices, statements of evidence and prosecution files and to undertake negotiations, consultations or discussions as appropriate and necessary for Members, committees and senior management. 9. Attending Council meetings, hearings, Courts or Tribunals as required in supporting or enforcing legislation or the policies of the Council. 10. Carry out research into legislation changes relevant to the work of the team and to consult with stakeholders as necessary on changes in policy as appropriate. 11. Responsible for the provision of specialist/technical/professional advice, explanations and guidance to Members, committees, staff, senior management, members of the public, local businesses and other agencies on complex matters. Information is to be provided in a way that can be understood by the recipient and persuades them about the desired outcomes. 12. To promote and adhere to the workplace values of our organisation. 13. To take reasonable care for the health and safety of yourself and other persons who may be affected by your actions or omissions at work. 14. Any other work required and as directed within the confines of the existing grading and post |



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| **Public Protection Team Leader (2500)** | | | | | | | |
|  | | | Essential | | Desirable | | **How**  **Identified** |
| **Knowledge and Experience** | Able to demonstrate significant experience/knowledge in a relevant area of environmental health which would typically be developed over a period of some years.  For those with an HNC, the level of experience would typically be accrued through a longer period of post qualification experience or significant further study in a related field. | | **** | |  | | Application form\*  / interview |
| Experience/knowledge of other areas of Environmental Health | | **** | |  | | Application form\*  / interview |
| Able to demonstrate good decision-making skills and understanding of the impact of the political environment in which they operate. | | **** | |  | | Application form\*  / interview |
| Able to demonstrate a strong knowledge of enforcement including operating within a regulatory framework and also within and according to operational and technical policies and protocols. | | **** | |  | | Application form\*  / interview |
| Proven track record of achievement | | **** | |  | | Application form\*  / interview |
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| **Qualifications** | Post holder will hold Degree or equivalent qualification in a discipline related to their role | | **** | |  | | Application form\* |
| Level 4/5 qualification in management or post graduate qualification at an appropriate level in relevant technical or management area | |  | | **** | | Application form\* |
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| **Qualifications continued…** |  | | **Essential** | | **Desirable** | | **How**  **Identified** |
|  | Full membership, through competency-based assessment, of relevant professional body. For example:   * Chartered Institute of Environmental Health * Institute of Licensing | | **** | |  | | Application form\* |
|  | Full Driving Licence | | **** | |  | | Application form\* |
|  | | | | | | | |
| **Training** | Able to demonstrate Professional body CPD requirements are up-to-date | **** | |  | | Application form\* | |
| Appropriate training in an area of Environmental Health.  This may include:   * Food Safety * Health and Safety * Licensing | **** | |  | | Application form\* | |
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| **Skills** | Good interpersonal and communication skills – oral and written (reports/letters/notices/records) | **** | |  | | Application form\*  / Interview | |
| Good people/customer management skills | **** | |  | | Interview | |
| Good keyboard skills and a basic understanding of office-based software | **** | |  | | Application form\*  / Interview | |
| Management, leadership and motivational skills to be able to implement necessary change | **** | |  | | Application form\*  / Interview | |
| Ability to develop of professional policies and procedures, taking into account wider Environmental Health issues. | **** | |  | | Application form\*  / Interview | |
| Budget management and financial planning skills | **** | |  | | Application form\*  / Interview | |
| Possess influencing and negotiation skills to be able to secure legislative compliance, manage conflict and achieve solutions to complex problems | **** | |  | | Application form\*  / Interview | |
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| **Aptitude and**  **Disposition** | Able to manage and organise their workload including a range of competing priorities | **** | |  | | Interview | |
| Has a ‘can do’ attitude | **** | |  | | Interview | |
| **Aptitude and Disposition continued…** |  | **Essential** | | **Desirable** | | **How**  **Identified** | |
| Assertive |  | | **** | | Interview | |
| Enthusiastic and self-motivated | **** | |  | | Interview | |
|  | The post-holder will be able to demonstrate making effective judgements or decisions to successfully solve problems and will be able to evidence awareness of the wider organisational context. | **** | |  | | Interview | |
| Ability to adapt style to situation | **** | |  | | Application form\*  / Interview | |
| Demonstrates commitment to delivering a quality service or product | **** | |  | | Interview | |
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| **Personal**  **Circumstances** | Daily access to a vehicle | **** | |  | | Application form\* / Interview | |
| Able to work outside office hours (planned and unplanned) | **** | |  | | Application form\* / Interview | |
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| **Physical** | Sufficient personal mobility to undertake site visits which will involve movement around between sites and conduct inspections in a range of varying premises. | **** | |  | | Interview | |

This post is politically restricted under the Local Government and Housing Act 1989 and post holders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the Council:

**Fairness** - We respect people and treat everyone fairly

**Ambition** - We welcome new challenges and embrace change

**Integrity** - We are open and honest and listen

**Resourcefulness** - We strive to be efficient with our resources