



JOB DESCRIPTION

Division/Department

JOB TITLE:	ENVIRONMENTAL HEALTH MANAGER (ENVIRONMENTAL PROTECTION)
DIVISION:	PUBLIC PROTECTION
GRADE:	BAND 13
RESPONSIBLE TO:	HEAD of SERVICE
POST REFERENCE NO:	103159

Purpose of Post

1. To lead and manage the Environmental Protection team - covering workload planning, performance standards, budget management, staff supervision and professional development.
2. To ensure all statutory duties and service objectives are delivered effectively, efficiently and in line with current legislation and best practice.

Working Relationships

1. Engage positively with residents, businesses and community groups to promote compliance with relevant legislation and resolve issues.
2. To work with elected members including committees and cabinet.
3. Build strong working relationships with external agencies and partners to deliver coordinated services.
4. Liaise with other Council departments to ensure consistent, efficient service delivery.

Main Duties And Responsibilities

1. Lead, manage and develop the Environmental Protection team to deliver a high-quality, responsive service.



2. Plan and monitor service delivery against agreed performance targets and work programmes.
3. Manage the Team's budget and resources effectively, ensuring value for money and maximising income where possible.
4. Supervise, support and develop staff – including setting objectives, conducting appraisals and addressing training needs.
5. Foster a positive culture that values staff wellbeing, equality, inclusion and continuous improvement.
6. Ensure all team practices comply with legislation, Council policies and statutory responsibilities.
7. Maintain up-to-date knowledge of relevant legislation, national policy and best practice; ensure the team is fully briefed on changes.
8. Establish robust procedures for handling complaints and ensuring timely resolutions.
9. Report regularly to the Head of Service and escalate issues as required.
10. Contribute to the development of service strategy, policies and procedures.
11. Provide professional advice and guidance to residents, businesses, members and colleagues.
12. Manage risk appropriately within the team's area of responsibility.
13. Support cross-service collaboration and continuous service improvement.
14. Promote equality, diversity and inclusion across all service activities.
15. To undertake higher level case work in relation to the service.

Specific Duties Relating to the Post

1. Undertake inspections, investigations and enforcement visits under relevant environmental health legislation.
2. Instigate and pursue enforcement action as necessary, including preparing cases and giving evidence in court.
3. Oversee staff training and ensure the team maintains the necessary professional competencies.



4. Maintain personal professional development in line with CIEH Continuing Professional Development requirements.
5. Act as lead officer for environmental health emergencies; support emergency planning and response arrangements.
6. Provide advice and responses on planning and licensing consultations.
7. Design, implement and report on environmental sampling programmes and surveys.
8. Prepare clear, accurate reports for committees, senior management and external bodies; attend meetings as required.
9. Lead on complex investigations, complaints or major incidents.
10. Co-ordinate and support any relevant audits
11. Deputise for the Head of Service as required.
12. Develop and deliver community engagement, education and promotional activities and strategies.

General Notes

The work of all Local Government departments changes and develops continuously which in turn requires post holders to adapt and adjust. Duties may evolve to reflect changing service needs and legislation. The functions / responsibilities above should not therefore be regarded as permanent but may change as appropriate to the grading of the post. Any significant changes will be discussed with the post holder and where necessary, with a trade union representative.

Occasional out-of-hours working may be required; time off in lieu or payment will be provided accordingly.

All appointments are subject to a declaration of medical fitness by the Council's Occupational Health Service, in line with the Equality Act 2010.

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.



Hartlepool
Borough Council