JOB DESCRIPTION - NEIGHBOURHOOD SERVICES

IDENTIFICATION

Post Title:	Senior Environmental Health Officer	Post Ref:	152001
Section:	Regulatory Services	Grade:	11
Responsible to:	Section Manager		
Responsible for:	Environmental Health Officers, Technical Officers		

JOB PURPOSE

To assist and support the Section Managers with the management of the various functions and areas of responsibilities of environmental health within Regulatory Services.

PRINCIPAL WORKING CONTACTS

Environmental Health Officers
Environmental Services / Technical Officers
Section Managers
Service Manager
Head of Community Safety & Protection
Representatives of other Departments & Councils
Elected members\residents\traders

MAIN DUTIES

Assist with leading, supervising and providing strategic direction and support to the staff in delivering an efficient and effective Environmental Health service within the Regulatory Services Section.

Assist with managing the service in order to ensure that compliance and the highest standards are met with the relevant Environmental Health legislation and best practice guidance.

Assist with ensuring that all national and local targets and performance indicators are met and that service quality and performance are reviewed and continuous improvement is achieved.

Assist with planning, coordinating and allocating the workload of the service staff, including the prioritisation of work in accordance with assessed levels of risk.

Assist with ensuring that all aspects of the service are maintained up-to-date with all legislative and code of practice changes and developments.

Assist with ensuring that all performance targets, information returns, reports, etc, are completed to a high standard and within their required timescales.

Ensure that the service and all associated records are kept up-to-date and to a high standard and are available for inspection by any internal or external audit at any reasonable time.

Undertake regular engagement and consultation with all the relevant stakeholders, including

the general public, commercial sector, professional bodies and agencies in order to ensure that the service meets the requirements and expectations of all of its stakeholders.

Assist in the promotion and maintenance of effective working relationships with other Council services, other local authorities and statutory and appropriate outside bodies.

Assist with ensuring that compliance is met with all relevant Health & Safety legislation in the delivery of the service and that all aspects of the service delivery are fully risk assessed and mitigated as required.

Assist with ensuring that the associated budgets, expenditure and sources of funding are correctly managed within their parameters and are to the satisfaction of audit by Finance and any audit.

Attend any meetings of the community, commercial sector, council committee, etc, as required in order to provide information, presentations or training associated with the service.

In the absence of or as directed by your Section Manager, you will be responsible for the supervision, training and development of support staff within the section, the allocation of work as required and the compliance with the various Council policies, eg health and safety at work and discipline.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Senior Environmental Health Officer

DIVISION/DEPARTMENT SECTION: Regulatory Services - Neighbourhood Services

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	REHIS Diploma or equivalent.	Management Diploma / MBA	Inspection of qualifications
RELEVANT WORK/OTHER EXPERIENCE	Extensive experience in environmental health.	Membership of appropriate professional body Experience of computerised management systems & software	Application form/ interview questions & answer analysis
PARTICULAR SKILLS/ABILITIES	Good interpersonal skills & the ability to communicate clearly, verbally & in writing Computer literate Confident & Professional manner Able to cope under pressure & organise workload. Good Organisational skills Able to work on own initiative & as part of a team. Experience of report writing and providing effective presentations	Ability to identify areas for continuous improvement.	Application form/ interview presentation and question & answer analysis
PERSONAL QUALITIES	Ability to work as team leader & as part of a team & with minimum supervision Flexible approach to working times Good time keeper Willingness to develop new skills and undertake training. Good presentation skills & an ability to liaise with the general public, community groups, etc.	Presentable, approachable.	Application form/ interview question & answer analysis
ANY ADDITIONAL	Full driving licence		Inspection of

JOB RELATED REQUIREMENTS	May be required to work outwith normal working hours.		documents at interview