



Job description			
Job title	Environmental Health Team Leader (Domestic)		
Grade	P		
Directorate	Communities & Neighbourhoods		
Service/team	Environmental Health		
Accountable to	Environmental Health Service Manager		
Responsible for	Managing, controlling and directing staff on a day to day basis and contributing to the management of the Environmental Health team. To support the Environmental Health Service Manager in ensuring continuous improvement of the service and delivery.		
JE Reference		Date Reviewed	25 June 2025

Purpose of the Job

Managing, controlling and directing staff within the Environmental Health team on a day to day basis including:

Providing the professional expertise necessary to effectively carry out duties of an Environmental Health Service for areas which you have responsibility for, including (but not limited to):

- Statutory Nuisance
- Public Health matters
- Housing
- Environmental Crime including litter, dog control and waste
- Public Burials

Providing a high-quality service in a professional manner and ensuring continuous improvement of the service and delivery.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.



1. To be responsible for the operational effectiveness and managerial and budgetary control of the Environmental Health (Domestic) section of the Service and to ensure the most effective use of staff and resources.
2. To undertake the range of duties allocated to the section including the enforcement of statutory requirements, the serving of notices, the inspection of premises and the investigation of criminal breaches.
3. To prepare and monitor work programmes to achieve Service and Council objectives and targets relevant to the Environmental Health team and to provide expertise and managerial control in these areas.
4. To keep abreast of current developments relevant to the section the role applies to and to advise the Management Team accordingly.
5. To assist the Management Team in all aspects of the work of the Service and to advise on specialist matters which require attention.
6. To manage the appropriate team or service project group in an effective and efficient manner which includes providing direction, guidance and support to all staff within his/her control and the monitoring and reporting of performance.
7. To ensure compliance with deadlines for the submission of data and reports to central government departments and other organisations.
8. To prepare reports and to represent the Service at both internal and external events, committee meetings and hearings.
9. To assist in the preparation and monitoring of projects and work programmes in accordance with service and Council policies and to seek to achieve objectives and targets.
10. To ensure the efficient and effective use of resources, including staff, in achieving objectives contained in the Environmental Health and Consumer Protection Service Plan.
11. To undertake both qualitative and quantitative monitoring of the services managed. This monitoring will cover proactive inspections, dealing with service request, complaints, notifications and consultation responses.
12. To examine and offer comments where appropriate on Planning and Licensing Applications received as part of the consultation process.
13. To contribute towards the formulation of the Environmental Health and Consumer Protection Service Plan. To maintain accurate statistics relating to the services provided by the team.
14. To attend or arrange representation at the relevant Regional Liaison Meetings.



15. To use a range of media opportunities, to promote all of the services provided by the team and disseminate key messages to duty holders and other stakeholders.
16. To inspect evidence submitted for the institution of legal proceedings to ensure proportionality, fairness of action and adherence to other aspects of the Council's Enforcement Policy.
17. To undertake appropriate training and development in order to meet the requirements of the post.
18. To develop all areas of the service for which you have responsibility in line with national mandatory requirements.
19. To be responsible for the review and amendment of the Service's Practice and Procedure Notes as they relate to the services for which you have responsibility.
20. To maintain accurate statistics relating to the services provided and liaising with the appropriate Agencies regarding any statutory returns required.
21. To actively seek to develop partnership working opportunities with the Public Health team and other internal and external services and agencies in areas identified within the local Public Health and Wellbeing Strategies and National Public Health Outcomes framework.
22. To be responsible for the implementation of the Council's Human Resource policies and procedures (including employee relations), within the remit of the post.
23. To ensure the Council's equal opportunities and diversity policy is applied and maintained within the section
24. Any other duties of a similar nature as may be required by the Head of Safety, Resilience and Community Protection and/or Environmental Health Service Manager commensurate with the grade and overall responsibility of the post.



Knowsley Better Together – Staff Qualities



Health and Safety

- To undertake appropriate and up to date training in the use of any equipment required in order to discharge the duties and responsibilities of the post.
- To use equipment as instructed and trained.
- To inform the Head of Service of any breach of health and safety issues or indeed of any situations or events which it is considered could place individuals in danger.
- To ensure that as an individual the post holder is aware of the issues of lone working and acts in accordance with any training briefing or advice given.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.