

JOB PROFILE

Directorate:	Customer Services
Service Area:	Regulatory Services
Job Title:	Environmental Protection Manager
Grade:	MGT3
Post Number:	M288
Base/Location:	Charnwood Borough Council Offices
Responsible To:	Head of Regulatory and Community Safety
Responsible For:	Management of Specialist Environmental Health Officers and Technical Officers.
Key Relationships/ Liaison with:	Environmental Health, Street Management, Licensing, Planning Services, Legal Services, Community Safety, Landlord Services, Councillors, other Local Authority EH services and DEFRA.

Job Purpose

- To lead on the management and efficient operation of the Environmental Protection Team within Regulatory Services.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	Management of the Environmental Protection Team, contributing to policy, finance and corporate areas and supervise the allocation and distribution of service requests, reactive and programmed work, to officers within the Team to ensure that management and performance targets can be achieved. Act as the main source and arbiter of advice on technical and legal issues arising from the operational work of the Environmental Protection Team.
2.	Carry out detailed inspections, investigations, monitoring and site visits as the lead member of a team responsible for enforcement of the Councils statutory duties relating to the control, of noise, odour, air pollution, contaminated land, LA-PPC, IPPC, licensing, complaints, nuisance and other matters undertaken by the Environmental Protection Team with particular emphasis placed on commercial and technically complex cases. Secure improvements by advice, instruction, mediation, negotiation and correspondence, or by legal means.
3.	Ensure that service requests are responded to and dealt with in an appropriate manner in the absence of existing case officers.
4.	Co-ordinate, in association with the Head of Regulatory and Community Safety , the

	implementation of new legislation or policy changes that have an impact on the Service.
5.	Effectively manage allocated/delegated budgets and other resources, following Council systems, regulations and procedures.
6.	Carry out annual staff appraisals (personal reviews) in accordance with the Council's policies.
7.	Inspect the full range of prescribed premises, permitted under LA-PPC legislation in accordance with the described frequencies set out by DEFRA, to ensure compliance with LA-PPC, SED and other relevant legislation. Secure improvements in standards by advice, instruction, negotiation and correspondence, or legal means in consultation with the Head of Regulatory and Community Safety .
8.	Provide advice, support and guidance to other members of the Environmental Protection Team to ensure that performance targets and departmental procedures are met. Act as the delegated signatory for the Head of Regulatory and Community Safety for all outgoing communications from the Environmental Protection Group.
9.	Prepare and serve legal notices on behalf of the Council and gather legal evidence, prepare statements and appear as an expert witness in court proceedings, enquiries and tribunals as required.
10.	Determine from the weekly list of planning applications those requiring a consultation input from the Environmental Health Service and make arrangements for appropriate officers in the Service to have the opportunity to make a consultation response. Take a lead role in the provision of advice, information and technical guidance to the Head of Planning Services on the environmental impact of new development.
11.	Provide advice, information and technical guidance to members of the public, business and commercial operators, consultants and other professionals on the full range of duties undertaken by the Environmental Protection Team.
12.	Respond and take action with respect to complaints and requests for service from internal and external service users in a manner that meets with the Council's and the Environmental Protection Team's policies and procedures. Including site meetings, telephone enquiries, written correspondence, reports and liaison meetings. To provide advice, information, technical and legal guidance on the full range of duties undertaken by the Environmental Protection Team.
13.	To monitor and report on performance indicators and tasks relevant to the Service within the Council's Corporate Plan, Business Plan, Team Plan. Oversee the team's database recording systems and lead on the compilation of annual reports and statistics.
14.	Lead on the Air Quality Review and Assessment duties of the Council, including the co-ordination of relevant air quality monitoring and reporting.
15.	Lead on the inspection of Contaminated Land, in line with the Council's Strategy and national legislation and guidance.
16.	Represent the Team and Service at appropriate meetings as required.

17.	Manage the delivery of an effective and appropriate service to service users, fairly and without discrimination and investigate complaints about the service.
18.	Participate in health education issues relevant to the team's work including promotional campaigns, lectures and training programmes.
19.	Act as the main point of liaison between the Environmental Health and Licensing services including co-ordinating joint service meetings, policies, procedures and responses to relevant Licence applications and attendance at hearings.
20.	Review, assess and evaluate written reports received from consultants and other professionals on noise, odour, contaminated land issues, remediation strategies and work methodologies. To evaluate the impact on public health and the environment.
21.	Maintain membership of a recognised professional association such as the Chartered Institute of Environmental Health by completion of the necessary core hours training and development to satisfy requirements for continued professional development.
22.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
23.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Head of Regulatory and Community Safety
Date: 12 March 2026

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	Essential	Desirable
<p><u>Qualifications</u></p> <p>Diploma or Degree in Environmental Health.</p> <p>Certificate of registration with EHORB or equivalent.</p> <p>Post Graduate qualification relevant to Environmental Protection.</p> <p>Project Management qualification</p> <p>And Demonstrable experience identified within the section below.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p><u>Experience</u></p> <p>Significant experience covering the majority of functions within the provision of the Environmental Protection Service and associated enforcement (Statutory nuisance, air quality, contaminated land, LA-PPC, planning applications, licensing applications)</p> <p>Experience of managing or supervising staff.</p> <p>Experience off contributing, developing and implementing strategies, policies, business and service plans.</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p><u>Skills / Knowledge</u></p> <p>The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post.</p> <p>Technical knowledge of legislation for prescribed premises</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

	Essential	Desirable
permitted under LA-PPC, Solvent Emissions Directive and other relevant legislation.		
Technical knowledge of the Local Air Quality Management review & assessment process and associated legislation.	✓	
Technical knowledge of the Contaminated Land legislation and guidance.	✓	
Ability to use Microsoft Office suite (Word, Excel, Powerpoint. Ability to use Microsoft Teams	✓	
Knowledge of “NEC Assure” environmental health software management package or similar systems.		✓
Ability to deliver training.		✓
Ability to prepare and manage budgets.		✓
Ability to manage projects		✓
<u>Interpersonal Skills</u>	✓	
Ability to work effectively with others corporately and with partners as part of a team to achieve shared goals	✓	
A leadership style that is motivating, inspiring and guiding of others.	✓	
Ability to operate within a political environment working with elected members	✓	
Strong , negotiation and persuasion skills, able to influence an outcome favourably	✓	
Demonstrate adaptability and flexibility, being open to change and new ideas.	✓	
Demonstrate a positive attitude and emotional intelligence, maintaining a constructive demeanor.	✓	
Ability to deal with conflict and potentially difficult clients	✓	
Ability to convey information clearly via verbal, non-verbal and written methods	✓	
Ability to show empathy when working with others	✓	
<u>Other requirements</u>	✓	
An understand of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	
To be able to travel throughout the Borough using own transport	✓	
To be able on occasion to work outside normal office hours.	✓	

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