

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Environmental Health & Licensing Manager
Service Area / Team	Regulatory & Community Services / Environmental Health & Licensing
Reports to	Chief Officer - Regulatory & Community Services
Post Number	EH001
Grade & Annual Salary	Grade H
Politically Restricted Post	Yes (Politically restricted – sensitive)
DBS Requirement	Enhanced

JOB PURPOSE
- To manage the Environmental Health & Licensing Officers in the Food Safety and Health & Safety and Licensing Teams. - To ensure all statutory and non-statutory functions which includes but is not limited to food hygiene and safety, commercial health and safety, infectious disease, port health, animal welfare, tattooing and skin piercing registration, general environmental health issues and licensing including zoo licensing are carried out; and to effectively and efficiently manage staff and financial resources to maximum advantage. - To develop, manage and promote all aspects of the Environmental Health and Licensing Teams.

MAIN DUTIES AND RESPONSIBILITIES
- To manage the Food Safety and Health & Safety and Licensing Teams to ensure effective service delivery. - To carry out an operational workload (food safety, commercial health and safety, infectious disease, port health, animal welfare, general environmental health issues and licensing). - To take overall responsibility for writing, implementing, monitoring and reviewing the Council's Environmental Health and Licensing strategies, policies and procedures. Contribute to any sub-regional strategies. - To oversee events process to ensure licensing requirements are met. - Produce the Section's Annual Service Plan. - To conduct the annual appraisals for members of direct staff and ensure that monthly 1-1 supervision sessions are conducted.

• Take responsibility for the performance of staff within the department ensuring in discussion with the Head of Service that its resources are utilised efficiently and effectively taking action as necessary to achieve targets.
• Ensure that the statutory provisions governing the functions of the section are met.
• Ensure that the section secures, maintains and develops a customer-focused culture and periodically re-evaluate service delivery so as to meet future customer needs.
• Review national, regional and legislative changes relating to the department's services.
• Keep Folkestone & Hythe at the forefront of providing innovative services, developing new strategies, policies and procedures.
• Plan, allocate, monitor and manage the department's budget and ensure that action is taken where spending or income is not in line with budget.
• Establish and maintain effective working relationships with the Portfolio Holder and with all the relevant internal and external customers.
• Regularly gather information on service improvements / efficiency savings and provide the Head of Service with recommendation for improvement.
• To ensure that the Service's administrative processes are efficient, logical and transparent, and to initiate any improvements and modifications required.
• Manage relevant IT systems and ensure data is entered accurately in order to manage casework, produce accurate statistics and monitor staff performance.

CORPORATE RESPONSIBILITIES

• Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
• To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
• To actively demonstrate the values and behaviours of the council.
• To ensure our customers are valued by taking into account their views and needs in all that we do.
• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
• To communicate openly and honestly with colleagues, members and customers.
• To undergo any training necessary to be able to fulfil the requirements of the job.
• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Environmental Health & Licensing Manager

Important Information for Applicants: The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential ▪ A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths. ▪ Degree in Environmental Health with certificate of registration with EHORB. ▪ Possess a minimum of 3 years working in a senior environmental health role. ▪ Individual Membership of CIEH.	✓		
	Desirable • Post qualification training e.g. IOSH (Institute of Occupational Safety and Health) • Management qualification e.g. ILM, MBA. • Professional licensing qualification. • Formal licensing training.	✓		
Experience and Knowledge	Essential ▪ Successful experience of leading and managing a multi-functional team within a comparable organisation. ▪ Comprehensive knowledge of the policies and procedures necessary for enforcement officers to carry out inspections.	✓	✓	
		✓	✓	

	- Comprehensive knowledge of the following legislation: food, health and safety, infectious disease, environmental protection, general environmental health legislation, licensing, white papers, codes of practices and other associated documents and how this is applied in practice. - Sound knowledge of other relevant legislation. - Good working knowledge of IT packages and M3. - Experience of effective partnership working with a wide range of internal and external bodies. - Experience of working at a management level in a political context. - Demonstrable analytical skills and proven ability of setting/achieving strategic objectives. - Proven ability to communicate effectively, negotiate and network through highly developed written, oral and presentation skills. - Good and recent working knowledge of the local and national policy context and statutory instruments relating to Environmental Health (Commercial)	✓	✓	
	Desirable Experience of developing and implementing high level strategic and policy documentation.	✓	✓	
Skills and Abilities	Essential - Ability to work as part of a team. - Ability to operate on own initiative with minimal supervision. - Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times. - Communicates confidently and has strong credibility with a range of people including customers, community groups and leaders, senior managers and elected members. - Ability to think strategically and apply innovative and creativity to solving problems within a broad general framework. - Diplomatic with sound political awareness and sensitivity. - High level of attention to detail and accuracy.	✓	✓ ✓ ✓ ✓ ✓ ✓	

	▪ Competent user of IT, particularly Microsoft Office. ▪ Ability to effectively manage revenue and capital budgets. ▪ Withstands short-term setbacks whilst maintaining focus on long-term objectives. ▪ Original thinker with an ability to develop innovative solutions to complex problems. ▪ Proactive and committed to continued service and personal development ▪ Inspires and supports staff. ▪ Able to attend evening meetings and weekend activities. ▪ Full and current driving licence and have the use of a car or be able to travel extensively within the district and county.	✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
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