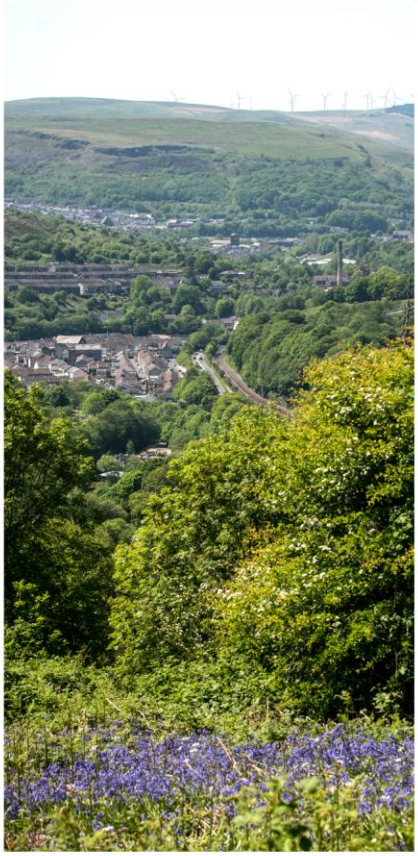
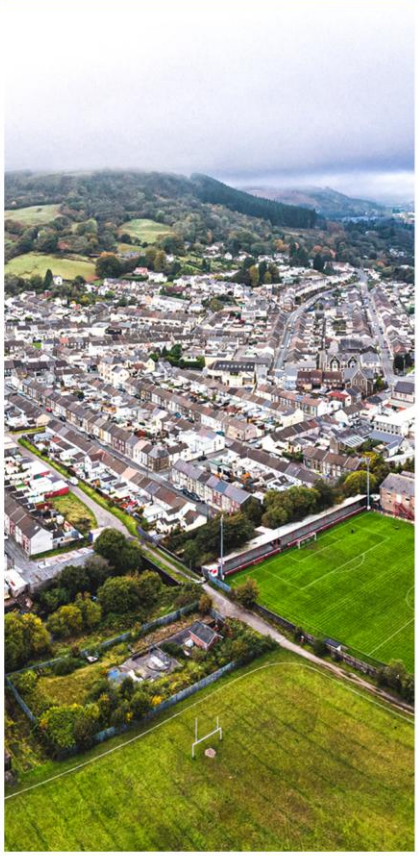
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

JOB DESCRIPTION

Public Health & Protection Services Manager

Post Reference Number: TBC
Date of Job Description: Nov 26
Version:

Grade	Gr 17
Location	Ty Elai
Group	Community Services
Division	Public Protection
Department/Section	Public Protection
Team/Sub Section	
Responsible to	Public Protection Service Director
Posts reporting to this post	SEHO's, STSO, EHO's, TSO's HPA, FCDO, FCDA, TA, TSEO,FTO AHO,SFTO, LEO SLEO , ALM,
DBS Required	No

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales. Our vision is for a Rhondda Cynon Taf where "All people, communities, and businesses can grow and live in a healthy, green, safe, vibrant, and inclusive County Borough where they can achieve their full potential in all aspects of their lives and work, both now and in the future"

If you work for us, your work contributes to making a positive difference in our communities. We are committed to creating a rewarding and inclusive working environment that reflects our values and priorities.
We provide excellent induction, training, and development programmes to help you grow within your role and career. You'll be challenged and supported through new opportunities to build new and transferable skills whilst making an impact.

Wellbeing and Work-Life Balance
In our comprehensive Workforce Wellbeing Strategy, which recognises the many elements influencing overall wellbeing. We offer a wide range of benefits and support services to help you thrive in the workplace.

You will have access to a range of wellbeing initiatives including discounted **Leisure for life** membership**, 'Vivup Card'** for discounts on hundreds of products and services and a **Cycle to Work** scheme.

We commission an **Employee Assistance Programme** (EAP) which gives access to 24/7 wellbeing support as well as a wealth of online resources including self-help workbooks, podcasts and health assessments.

Our **pension scheme** offers competitive benefits, with additional financial savings to be had with discounts on hundreds of products and technology and car purchase schemes providing additional ways to manage personal finance, all available through the **staff benefits** platform. There are further opportunities to boost financial wellbeing by learning more via the **Salary Finance** workshops.

In addition, we support work-life balance through flexible, family friendly policies and a generous annual leave entitlement of 26 days (pro rata, increasing to 31 upon 5 years of completed service), plus 8 public holidays and the option to purchase additional annual leave (up to 10 days pro rata). Our inclusive workplace also celebrates diversity with staff networks for employees including the Allies Network, Disability and Carers network, Perthyn (LGBTQ+ Network) and Spotlight (open to Black, Asian, and minority ethnic staff).

Please see our career pages to find out more about working for us.

Purpose of the post:

To support the Service Director of Public Protection to provide strategic leadership for services which protect the public within RCT and wider communities. To be a member of Public Protection Senior Management Team.

To provide effective leadership and manage the Environmental Health Service, specifically the Food Safety, Health and Safety Regulation, Communicable Disease Control, Trading Standards Service, Licensing and Registration Functions, and ensure the Council discharges its statutory duties in an efficient, effective and expansive manner.

To ensure the Council, as Licensing Authority, effectively discharges its statutory duties in relation to licensable activities across the County Borough.

What you will deliver:

1. To Strategically manage Public Protection Services in relation to Food Safety, Health and Safety Regulation, Communicable Disease Control, Licensing Functions and Trading Standards.

2. To influence strategic direction in relation to the services you manage across the local authority and its wider partners.

3. Accountable for the delivery of high-quality innovative services that meets the objectives of Public Protection Services and in doing so ensure robust systems are in place and fully utilised to evaluate and record outcomes related to the performance of a range initiatives and statutory requirements.

4. Lead and develop holistic services and partnership solutions to Food Safety, Health and Safety Regulation, Communicable Disease Control, Trading Standards and Licensing by working with internal departments and external agencies. Work across the Licensed Activity Sector, Food Safety, Local Authority Enforced Businesses for Health and Safety, criminal justice and community sectors, to develop sustainable services to address multi faced Public Protection Services

5. Responsible and accountable for decision making on finance and budget management, staff appointments and human resource matters, continually reviewing and evaluating resource requirements of the service to maintain service delivery within the following functional areas:
    - Food Safety and Hygiene
    - Health and Safety Regulation
    - Communicable Disease Control

What you will deliver:

- Licensing
- Trading Standards Service

6. Responsible and accountable for the safekeeping of physical resources for the following functional areas:
    - Food Safety and Hygiene
    - Health and Safety Regulation
    - Communicable Disease Control
    - Licensing
    - Trading Standards Service

7. To prepare and present reports which detail recommendations to the Service Director, wider Senior Leadership team and Council members, making an active contribution to the Council's strategic plans and policies.

8. To have operational and strategic oversight of the complex and diverse caseload of the relevant service area and take responsibility to continually improve the high level of knowledge and skills within the team.

9. To deliver Public Protection functions that meet identified needs and are aligned to the Strategic Plans, in particular Single Integrated Plan and the Cwm Taf Wellbeing Plan. Responsible for the delivery of the Services' contribution to these plans.

10. To manage the commissioning processes, where appropriate, including needs assessment, service design, procurement & tendering and subsequent contract performance management and evaluation.

11. Accountable for the delivery of the relevant responsibilities identified in the Council's whole authority priority plan for Public Protection.

12. To be responsible and accountable for the development and implementation of service plans including: Annual Food and Feed Delivery Plan, Annual Health and Safety Delivery Plan and adoption of the All-Wales Outbreak Control Plan etc.

13. To ensure the preparation of policies and procedures to ensure the Council effectively discharges its statutory duties in line with the requirements of lead regulatory agencies such as the health & Safety Executive, Food Standards Agency, Gambling Commission and Public Health Wales etc.

14. To ensure that all licensing legislation is effectively applied and enforced in relation to relevant activities, premises and people across the County Borough.

15. To support and advise the Licensing Committee in the discharge of its responsibilities, preparing reports to Committee, attending Committee meetings and supporting the Chair and Vice Chair as necessary.

What you will deliver:

16. Provide advice and direction and support to Senior colleagues and partners to make safe, clear and consistent decisions for the delivery of services and interventions to tackle food safety, control communicable diseases, promote health and safety standards, trading standards and licensing policy.

17. In consultation with the Corporate Finance team to actively seek out, bid for, secure and manage external funding

18. Work with Cwm Taf Morganwg University Health Board to develop annual SLA for the delivery of Health Protection Work. Deliver on the agreed work and report quarterly to CTMUHB Health Protection Board and Bi annually to W.Gov

19. To nominate or actively seek an appropriate person authorising financial investigations, restraints, production orders etc., under the Proceeds of Crime Act. 2002

20. To nominate a person to act as Chief Weights and Measures Inspector as specified in legislation .

21. Undertake public consultation in line with legislative requirements and ensure the voice of the residents and stakeholders are captured to assist on informing change

22. Ensure that staff have the appropriate skills and knowledge to deliver services that meet the objectives of the post, ensuring that they possess the competencies required to undertake their duties for the Council.

23. Ensure that all enforcement decisions and activities are undertaken in accordance with the Council's Enforcement Policy and, where appropriate, the relevant Statutory Guidance and that all staff are appropriately authorised and competent to undertake their enforcement duties.

24. To act as "Officer in Charge" to control and monitor all criminal cases and infringement reports being undertaken by staff in Public Protection.

25. When required, to act as the Local Authority Family Liaison Officer to provide information and support to the bereaved family, as well as maintaining effective communication with the Coroner, Police and Investigating Officer(s), in the event of a health and safety investigation following a death in a workplace.

26. Liaise with Unite Taxi Union and attend meetings with or represent Service Director at RCT Taxi Forum Meetings.

27. To communicate effectively across all channels from members of the public, customers, services users, elected Members, internal departments and professionals from other agencies, dealing with complaints, Freedom of Information and Subject Access Requests relating to the Service;

What you will deliver:

28. Provide support for the Senior Management Team and deputise for the Service Director of Public Protection as required, including attendance at and presenting reports to committee on matters relating to your service area.

PERFORMANCE MANAGEMENT

29. Responsible for the overall performance of the Food Safety, Health and Safety Regulation, Trading Standards, Licensing and Communicable Disease Control functions

30. To maintain electronic systems that provide a clear view of staff and resourcing risks within the Team

31. Contribute to the development of the Public Protection Delivery Plan for the relevant service areas and monitor delivery against the outcomes within the plan.

32. Development of delivery plans in support of the Single Integrated Plan and Corporate Plans, identifying key partnership actions and interventions to address relevant Public Protection and licensing matters.

33. Ensure that all staff receive regular supervision and appraisal to achieve service aims and objectives and ensure continuous professional development and improvement in line with Council Policy.

34. To ensure that Principal Officers/ Assistant Managers are equipped to address any underperformance, capability or competency issues with staff at the earliest opportunity and in line with Council policies.

35. To recognise more serious conduct concerns and assist with any subsequent disciplinary matters in line with Council procedure.

36. To promote a performance management culture and ensure that performance monitoring and evaluation of services and projects are undertaken in a timely manner and that action is promptly taken to address poor performance.

37. Ensuring that management information is robust to support the delivery of the objectives of the post and other Council requirements.

38. To promote equality of opportunity and access in service delivery and promote equality in the employment of staff.

WORKING IN PARTNERSHIP

39. Work effectively with other Council services, Welsh Government, the Local Health Board, PHW, Food Standards Agency, Health and Safety Executive, SW Police, and other key strategic partners to deliver a coordinated and integrated response to Food Safety, Health and Safety Regulation, Communicable Disease Control, Licensing

What you will deliver:

Matters in Rhondda Cynon Taf and where appropriate across the Cwm Taf Morgannwg Region.

40. Work effectively with other stakeholders and organisations to lever in resources to support the key objectives.

41. To actively explore opportunities for closer working arrangements or collaboration both within the Council and with external partners to seek collaborative advantage

42. To represent the Council and contribute positively to relevant Wales or regional strategic groups as appropriate.

STRATEGIC PLANNING AND DEVELOPMENT

43. To lead the development and formulation of relevant strategic Licensing Policies including but not exclusively in relation to Alcohol and Entertainment, Hackney Carriage and Private Hire Trade and Gambling. Ensure the Service Director is advised accordingly, meeting statutory deadlines and ensuring the necessary Policy Framework is in place and approved by the Council.

44. Ensure that the voice of residents and businesses are heard through active consultation and engagement and that views are considered in the development and delivery of services.

45. Provide leadership for positive change and improvement.

46. To take personal responsibility for keeping up to date with changes to relevant legislation, research findings and best practice knowledge and guidelines, including attendance at appropriate training.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

What you will deliver:

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Recognised as a fully qualified Environmental Health Officer/ Environmental Health Practitioner or Trading Standards Officer	Additional management qualification e.g MBA or ILM
Educated to degree level or equivalent (e.g BTEC level 4, HND) in a relevant subject.	Membership of a recognised professional body.
Detailed knowledge of legislation, policies, guidelines and current best practice in relation to Environmental Health, Food Safety/ standards, Health and Safety, Communicable Disease Control and Trading Standards	Lead Auditor Qualification
Knowledge of the Council's democratic and political processes.	Knowledge in Licensing Functions
Experience of working closely with Elected Members	

Experience:

Essential	Desirable
Experience of leading, managing and motivating staff.	
Experience of managing organisational change.	

Experience of working in partnership with a range of strategic partners.vv	
Experience of Financial and Performance management.	
Previous experience and proven track record of achievements in the field of environmental health, Trading standards and/ or Licensing.	
Experience related to the enforcement of relevant legislation including the preparation of evidence for legal and quasi-judicial proceedings.	

Welsh language skills:

Essential	Desirable
Welsh Language Level 1 ☒ *All employees will be required to undertake a basic Welsh Language induction to reach this level* Welsh Language Level 2 ☐ Welsh Language Level 3 ☐ Welsh Language Level 3-5 ☐ Welsh Language Level 4 ☐ Welsh Language Level 5 ☐	Welsh Language Level 2 ☐ Welsh Language Level 3 ☐ Welsh Language Level 3-5 ☒ Welsh Language Level 4 ☐ Welsh Language Level 5 ☐
For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills	

What skills you will use in the workplace:

Competency	**Middle Management Framework**
Competency Areas	**Competency behaviours and values**
Developing and Motivating People	Inspires others by being passionate and enthusiastic and having a positive 'action-focused' attitude. Leads by example. Sets clear, achievable goals and objectives for team members and reviews these regularly .

Working in Pertnership and Teams	Builds lasting, positive and constructive relationships with a wide variety of people. Has an excellent knowledge of and interest in local and national networks.
Communicating Effectively	Makes communications clear, articulate and easy to understand. Is aware of how others may interpret information and accounts for this including cultural and language differences
Managing Change	Understands and embraces the need for change in order to respond effectively to future challenges. Encourages others to be innovative and takes forward good ideas from their team.
Implementing Strategy	Demonstrates a good understanding of key strategic priorities by incorporating them into team objectives.
Managing Resources	Continually evaluates and responds to service needs to increase efficiency, quality and value of delivery (Working Planning).
Achieving Results	Achieves and surpasses improvements in service delivery.
Focusing on service users	Proactively seeks, listening to and reacts positively to feedback from Service Users / customers.

Special Conditions and Professional Requirements

Ability to travel throughout the County Borough.

Ability to respond to service demands outside of normal working hours as required.