# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

Job title: Team Leader – Environmental Protection

Grade: £48,226 - £51,356 per annum

Reports to: Environmental Protection Manager

Responsible for: Trainee/Environmental Health Officers, Senior/Environmental Protection Officers, Environmental Protection Assistant/Dog Warden

Directorate and Service area: Place and Economy, Regulatory Services

## Purpose of the job

To carry out statutory enforcement, technical, advisory and other general duties in connection with the environmental protection and general public health functions and assisting the Environmental Protection Manager with the operation and management of the service.

## Principal responsibilities

1. To enforce, advise and give guidance on Environmental Protection matters commensurate with the level of responsibility.
2. Assist in the day-to-day management of the Environmental Protection function including leading on complex and specialist regulatory matters and technical guidance to other officers, service areas and agencies.
3. Ensure the Environmental Protection Team carry out appropriate enforcement action which complies with relevant policy, legal requirements and guidance minimising risk to the council.
4. Assist and support the Environmental Protection Manager with the development and implementation of procedures, policies and strategies.
5. To supervise and develop employees within the team, ensure appropriate training and regular appraisals take place, monitor and manage sickness absence and deliver training, where appropriate in accordance with corporate procedures.
6. Undertake high priority and more complex and/or politically important inspections, visits, investigations and interventions.

4. To provide assistance and guidance to the Dog Warden in resolving complaints and/or requests for service.

5. Instigate and/or assist in the planning and promotion of special projects to target, tackle and address key issues.

6. To investigate and complete corporate complaints, freedom of information requests and corporate investigations as required in agreement with the Environmental Protection Manager.

7. To prepare and contribute to reports on Environmental Protection issues for members and internal and external partners.

8. Attend internal and external meetings and training events and where appropriate cascade training and offer support to other officers.

9. Prepare and present evidence at court and support other officers when required.

10. To collate and report data for performance management and statutory returns.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post

**If there are any other special features of the job that need to be in the job description, please indicate them here.**

The post holder will be required to carry out programmed work outside of normal working hours and must be prepared to undertake unsocial hours duties without notice where risk to public health requires and intervention. Flexitime, time off in lieu and flexible working hours are available to assist where required.

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | * BSc or MSc Degree in Environmental Health or equivalent * Registered with EHRB/CIEH * Should hold at least one of the following or equivalent:   CIEH Certificate in Integrated Pollution Prevention and Control  5-day/5 module Contaminated Land Management (LQM)  Essentials of Local Air Quality Monitoring (EMAQ/MJAC)  Accredited IOA Certificate of competence in Environmental Noise Measurement or Acoustics and Noise Control Post Graduate Diploma | * Supervisory or management qualification * Chartered membership of CIEH |
| Experience and Knowledge | * Extensive experience and in-depth knowledge of Environmental Protection fields and case law. * Extensive experience of a wide range of enforcement activity including serving notices and prosecution * Experience of managing teams * Experience of dealing with members of the public * Experience of working effectively in partnership with a range of stakeholders | * Experience of obtaining, preparing and presenting evidence in court |
| Ability and Skills | * Excellent verbal communication and presentation skills * Able to produce clear and concise and persuasive written reports and letters on complex issues * Good analytical and problem-solving skills and ability to produce and interpret statistical information * Ability to lead others in specialist and technical areas and projects * Self-motivated, self-managing, professional and confident |  |
| Equal Opportunities | * Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | * You will be required to work outside of office hours according to service needs * You will need access to a vehicle to use for work – the use of public transport is not possible due to the size and nature of the district * A current driving licence is required in addition to business use insurance on your vehicle |  |