

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Environmental Protection Manager	<b>Director/Service/Sector</b> Public Health/Public Health Protection//Public Protection		<b>Office Use</b>
<b>Band: 10</b>	<b>Workplace:</b> County coverage		JE ref: 4492 HRMS ref:
<b>Responsible to:</b> Public Health Protection Manager	<b>Date:</b> September 2024	<b>Manager Level:</b>	
<b>Job Purpose:</b> Manage the provision of an environmental protection team County wide ensuring that service/corporate objectives and targets are met. Make a positive contribution to the Public Protection management team, multi-partnership initiatives, and community engagement. Act as service specialist officer in designated area(s) of work.			
<b>Resources</b>	Staff	Lead & manage a team of professional and technical officers providing County wide environmental protection services to achieve statutory service goals and corporate objectives.	
	Finance	To be accountable for spending of allocated services budgets with day-to-day accountability for a revenue budget of between £0.5m to £1.0m. Managing contracts with clients and contractors, fee generation and collection.	
	Physical	Technical equipment associated with work area. Maintain premises databases, records and reports for work area. Lease car.	
	Clients	Shared responsibility for the development of environmental protection policies and procedures and the delivery of services that have a significant impact upon service users for the general wellbeing and safety of those who use the service and the general public. Responsible for regulatory enforcement with significant business / financial consequences upon occasion in excess of £1m	
<b>Duties and key result areas:</b>			
<ol style="list-style-type: none"> <li>1. Discharge the Council's responsibilities under public health and environmental protection legislation, Codes of Practice and guidance through the inspection or sampling of products or premises, interpretation of compliance with legal requirements, decision of an appropriate course of action in accordance with the Council's Enforcement Policy and implementation of that action.</li> <li>2. Provide a high level of technical expertise in the area of environmental protection including: air quality, contaminated land, noise, noise nuisance &amp; pollution control.</li> <li>3. Assist the Unit Manager in service planning and where necessary, deputise for the Public Health protection Manager..</li> <li>4. To act as the primary respondent for environmental protection for planning and applications across the County.</li> <li>5. To act as the lead for the County for all air quality, contaminated land, noise, noise nuisance &amp; pollution control matters.</li> <li>6. Manage the officers the post holder is responsible for including the administration and co-ordination of the day to day work activities, maintenance of records and performance statistics.</li> <li>7. Monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations.</li> <li>8. When necessary, attend Area Committee meetings, present reports on environmental protection activities within the area, respond to requests for information and advice received from the Area Committees.</li> <li>9. Assessment of environmental &amp; technical reports arising from planning applications and providing advice to senior managers, planning officers, and members; attend area planning committees as needed.</li> <li>10. Provide information and guidance on good practice to encourage compliance and support businesses. Provide information to residents to promote a better environment and healthy lifestyle.</li> <li>11. Ensure a professional service level is delivered, be able to demonstrate the section's performance against service plans, adapt the service area in response to legislative change and develop the service in the future, responding to customer needs and council priorities.</li> </ol>			

11. Fulfil the corporate aims and policies of the council in respect of people management, staff development, working terms and conditions, equality, employee relations, employee health & safety, welfare and attendance,  
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:	Full driving licence required. Travel within and outside of the County area, regionally 7 nationally on occasion.
Working patterns:	Flexible hours to ensure duties are fulfilled, including (occasional) evening, night and weekends and Bank Holidays sometimes at short notice. Lone working. Emergency response.
Working conditions:	Office, outside, inspecting premises and hazardous work activities, industrial and commercial premises, farms, private residences, filthy and verminous premises, rodent infestations, choked drains and sewers and other public health hazards. The ability to deal with prolonged periods of concentrated mental attention when working in both office and field environments.

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**PERSON SPECIFICATION**

<b>Post Title:</b> Environmental Protection Manager	<b>Director/Service/Sector:</b> Public Health/Public Health Protection/Public Protection	Ref: 4492
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<p>Broad knowledge of Environmental Health to Degree or equivalent level.</p> <p>Holder of EHORB certificate</p> <p>Relevant professional qualification.</p> <p>Degree level or equivalent standard of general education</p> <p>Evidence of recent relevant Management Training.</p> <p>Thorough knowledge and understanding of relevant service legislation, best practice and contemporary issues.</p> <p>Thorough knowledge of the assessment of the environmental impacts of planning applications.</p> <p>Evidence of continual professional development in a related area Good literacy and numeracy.</p> <p>Thorough understanding of Health &amp; Safety legislation and the ability to produce concise but accurate risk assessments.</p>	<p>Management qualification or accredited management training.</p> <p>Post graduate qualification in a related discipline</p> <p>Annual 20 hours minimum Continued Professional Development (CPD).</p>	<p>a,i,o (cert)</p>
<b>Experience</b>		
<p>Considerable recent and relevant professional experience related to the post after obtaining an EHRB Certificate of Registration &amp; relevant degree/diploma.</p> <p>Direct experience of enforcement.</p> <p>Experience of giving evidence in Court, Inquest or Public Inquiry</p> <p>Experience of the assessment of the environmental impacts of planning applications.</p> <p>Management experience within a Public Protection or similar function.</p> <p>Experience of supervising other professional officers or support staff through: regular instruction; regular checking of work; regular allocation of work; organisation of work; evaluation and appraisal of work; evaluation of working methods; employee development.</p> <p>Experience of administering HR procedures such as recruitment, training needs or disciplinary.</p> <p>Experience in leading Environmental Protection initiatives Experience in achieving results through delegation.</p>	<p>Broad range of professional experience in more than one field of Environmental Health.</p> <p>Recent experience in forwarding the work of regional groups appertaining to environmental protection</p> <p>Recent responsibility for managing environmental protection technical staff.</p>	<p>a,i,r</p>

<b>Skills and competencies</b>		
<p>A high level of competency as an EH professional.            Developed; investigative, analytical, interpretive, communicative, educative, organisational and attitudinal skills.            Ability to communicate effectively with a wide range of audiences within the workplace and the professional work area.            Well developed team working and management skills.            Good motivational and team leading skills.            Ability to act as a coach and mentor.            Good Keyboard &amp; IT skills and competencies appropriate to the work area (for example for writing reports, letters, compiling records, statistics, work plans, tables, spreadsheets and databases and use of the service's computer management system)            Ability to use relevant technical equipment (for example noise meters &amp; recording equipment, specialist food safety or health and safety at work testing equipment).</p>	<p>Applied use of communication skills using different media (presentations, written or oral) to a range of audiences (for example members of the public, businesses, elected representatives, professional bodies).            Applied use of keyboard and IT skills.            CLAIT            European Computer Driving Licence (ECDL) Technical equipment suppliers training.</p>	<p>a,i,r,p,o (cert)</p>
<b>Physical, mental and emotional demands</b>		
<p>Ability to work in cramped spaces or in awkward positions in the course of inspections, for example looking under equipment, in roof spaces, water supply storage tanks, plant rooms, cellars, examining drainage/sewerage.            Prolonged sitting for example at a desk, using a PC or driving.            Standing and walking generally and in the course of inspections.            Lifting and carrying equipment for example briefcase/inspection bag, water and other samples, cool box, technical equipment.            Visual attention for prolonged periods when conducting inspections, driving, during presentations, meetings &amp; training.            Close visual attention when examining samples.            Organoleptic assessment of odours.            Audible assessment of noise.            Visual attention and mental concentration for extended periods daily when; for example, reading incoming post; compiling and writing reports; using a PC for data entry or writing; reading and digesting legislation, documents, reports, technical advice; and checking work.            Mental demands in balancing and prioritising a number of work activities or cases which may be going on simultaneously and with frequent interruptions from work colleagues, staff, members of the public, businesses and others in the form of face to face meetings, telephone calls, emails, personal callers. Mental demands in balancing and prioritising conflicting work demands arising daily from deadlines, unexpected reactive work, demands from government agencies or others, for example, committee reports, the need to respond to an urgent and serious problem, infectious disease notification, work place accident, national food alert.</p>		

<p>Emotional demands in occasionally dealing with individuals in connection with environmental health matters who do not exhibit normal rational behaviour or have personal problems which result in a 'request for service' and are unpredictable, unwillingness to accept alternative points of view or comprehend the implications of their actions.</p> <p>Emotional demands in occasionally dealing with business people, members of the public or others who are angry following enforcement action or notification of intention to prosecute.</p>		a,i,
<b>Other</b>		
<p>Full driving licence</p> <p>Able to undertake evening/night, early morning and/or weekend work occasionally at short notice.</p>		licence

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits