

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Environmental Health and Licensing Senior Specialist
Service Area / Team	Environmental Health & Licensing
Reports to	Regulatory Services & Corporate Contracts Lead Specialist
Post Number	TBC
Grade & Annual Salary	Grade H
Politically Restricted Post	Yes (Politically restricted – sensitive)
DBS Requirement	Enhanced

JOB PURPOSE
<ul style="list-style-type: none"> To manage the Environmental Health (Commercial), Licensing and EHO Health and Safety officers. To ensure all statutory and non-statutory functions allocated to the food and safety, EHO health and safety, infectious disease, port health, animal welfare, general environmental health issues and licensing teams 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 (Commercial) and Licensing Team

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
<ul style="list-style-type: none"> To manage the Environmental Health (Commercial) and Licensing teams to ensure effective service delivery. 	Daily
<ul style="list-style-type: none"> To carry out an operational workload (food safety, commercial health and safety, infectious disease, port health, animal welfare, general environmental health issues and licensing). 	Daily
<ul style="list-style-type: none"> To take overall responsibility for writing, implementing, monitoring and reviewing the Council's Environmental Health 	As required

(Commercial) and Licensing strategies, policies and procedures. Contribute to any sub-regional strategies.	
• To oversee events process to ensure licensing requirements are met.	Ongoing
• Produce the Section's Annual Service Plan.	Annually
• To conduct the annual appraisals for members of direct staff and ensure that monthly 1-1 supervision sessions are conducted.	Annually
• 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.	Ongoing
• Ensure that the statutory provisions governing the functions of the section are met.	Daily
• 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.	Monthly
• Review national, regional and legislative changes relating to the department's services.	Monthly
• Keep Folkestone & Hythe at the forefront of providing innovative services, developing new strategies, policies and procedures.	Ongoing
• 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.	Monthly
• Establish and maintain effective working relationships with the Portfolio Holder and with all the relevant internal and external customers.	Ongoing
• Regularly gather information on service improvements / efficiency savings and provide the Head of Service with recommendation for improvement.	Ongoing
• To ensure that the Service's administrative processes are efficient, logical and transparent, and to initiate any improvements and modifications required.	Ongoing
• Manage relevant IT systems and ensure data is entered accurately in order to manage casework, produce accurate statistics and monitor staff performance.	Ongoing

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.

<ul style="list-style-type: none"> To ensure our customers are valued by taking into account their views and needs in all that we do.
<ul style="list-style-type: none"> To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
<ul style="list-style-type: none"> To communicate openly and honestly with colleagues, members and customers.
<ul style="list-style-type: none"> To undergo any training necessary to be able to fulfil the requirements of the job.
<ul style="list-style-type: none"> 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.

ADDITIONAL INFORMATION	
Responsibility for Staff (direct reports)	3.5FTE 1 x 0 hour staff member
Responsibility for Staff (indirect reports)	1 FTE
Financial / Budgetary Accountability <ul style="list-style-type: none"> Overall Accountability/control (£ value) Directly Managed (£ value) Income Generation (£ value) 	Staff related budgets / training and equipment: £800,000 plus income £800,000 plus income Taxi Licences; £130,000 Premises Licences; £100,000 Market; £15,000 Gambling Licences; £25,000 Personal Licences; £3,000 Animal Welfare; £10,000
Responsibility for Physical Resources <ul style="list-style-type: none"> Vehicles / Equipment / Tools Information Systems Buildings / External Locations Maintenance Stocks / Supplies / Procurement 	Responsible for laptop and mobile phone. Responsible for the set up of Arcus Salesforce/M3 and how it is used by staff members. Responsible for: Electronic monitoring equipment and food test/sampling equipment.
Responsibility for Service Contracts	Taxi repairs contract £25,000
The key decision making areas in the role	

Reviewing the department's strategies policies and procedures (e.g. Licensing Policy, Street Trading Policy, Commercial Health and Safety Policies and Cemetery Regulations) in accordance with legislation and guidance and ensuring best practice and that the Council are fulfilling their statutory duties.

Updating of policies and procedures in response to legislation changes or new legislation being made.

To introduce new legislation requirements and ensure legislation is met.

Approving collation of Local Authority Enforcement Management (LAEMS) statistics to the Food Standards Agency and Local Authority Enforcement (LAE1) statistics to Health and Safety Executive.

Collating licensing decision notices and appeals, on a case by case basis and by developing a policy on criteria and processes and where discretion can be used.

Approving interview notes and case files to be submitted to Legal.

Considering resource implications (both financial and staffing), which will affect the Council being able to deliver its statutory duties under environmental health and licensing legislation.

Responsible for team recruitment and their competence and continuing development and determining what training is required.

The wider context of the role

- 95% of food premises broadly compliant (equivalent to hygiene rating of 3 or more)
- 30 Licensed Premises Inspections per quarter

NATURE OF CONTACTS

Internal	<ul style="list-style-type: none"> • Employees • Managers • Corporate Management Team • Members
External	<ul style="list-style-type: none"> • Other local authority staff • Town and Parish councils (staff and councillors) • Members of Parliament • Staff Advisory Group • Kent County Council (KCC) officers • KCC Members • The Department for Environment, Food and Rural Affairs (Defra)

	<ul style="list-style-type: none">• Health and Safety Executive• Food Standards Agency• Police• Kent Fire and Rescue Service• Local businesses/traders• Event organisers• National Health Service/Clinical Commissioning Groups• Public Health England• Voluntary and community sector• Residents, complainants• Media• A wide range of other external partners
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Folkestone & Hythe District Council Person Specification

Post Title: Environmental Health & Licensing Senior Specialist

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 <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Successful experience of leading and managing a multi-functional team within a comparable organisation 	✓	✓	

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
	<ul style="list-style-type: none"> 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). <p>Desirable:</p> <ul style="list-style-type: none"> Experience of developing and implementing high level strategic and policy documentation. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none"> Ability to work as part of a team Ability to operate on own initiative with minimal supervision 	✓ ✓	✓ ✓	

[illegible]