

Cambridge City Council



Candidate Information Pack

Environmental Health Team Manager – Commercial & Licensing

www.cambridge.gov.uk/careers



Welcome to Cambridge

Cambridge City Council provides a wide range of facilities and services in our beautiful, iconic city, and has a clear vision of promoting Cambridge as a great place to live, learn, work and play. We're committed to caring for the planet and the people we represent, and with this in mind we have a unique opportunity for you to join us and make a real difference to the city's environment.

What you'll do

Our Environmental Health service is highly regarded in the council and by the people of our city, and when you join us in this role you'll lead a dynamic, motivated and inspirational team. Focusing on ensuring that we meet the required legislative standards in relation to commercial premises, your remit will cover food safety, health and safety, infectious disease control, statutory nuisance, licensed premises, taxi licensing and more.

But your work won't stop there – you'll represent the Council as the Food Lead according to the requirements of the Food Standards Agency, draft the annual operational plan, and arrange and offer training and coaching for your staff. Your other responsibilities will include developing partnerships with a wide range of internal and external stakeholders, acting as a technical and legislative advisor, and responding to any out-of-hours emergencies.

Salary:

£45,648 to £49,749 per annum

Working Hours:

37 per week

Contract:

Permanent

Location:

Cambridge and Home Working

What you'll bring

With a degree or diploma in Environmental Health and Certificate of Registration with the Environmental Health Registration Board, and experience of food and health and safety law, you'll have a track record of achievement in problem solving and achieving compliance. We'll expect you to be an excellent people manager, communicator and negotiator, with the ability to interpret and apply legislation, and the skills to write reports and present facts in an organised, balanced manner.

You'll have experience of working with the public, carrying out investigations and inspections, and well-developed knowledge of food safety and health and safety legislation. Always ready to deliver on other aspects of environmental health such as licensing and statutory nuisance, you'll have a good understanding of diversity issues and a commitment to flexible, agile working principles.

What we'll give you

In addition to a generous leave allowance that equates to 24 days per year, rising to 29 days after 5 years continuous service, you'll enjoy 8 days of public holidays and access to the highly valued local government pension scheme. You'll also have access to a variety of learning and development opportunities, confidential advice and support via our employee assistance programme, a health and wellbeing programme and subsidised public transport.

The person specification

Experience

- Staff management & development
- Budget management
- Food Lead/ Safety
- Customer services
- Enforcement

Knowledge

- Environmental Health Legislation
- Licensing
- Statutory Nuisance

Skills

- Leadership
- Organisation
- Communication
- Negotiation and Influencing
- Partnership Working

Qualifications

- Environmental Health Officer with EHORB Registration

You will also be able to demonstrate behaviours consistent with the Council's [Competency Framework](#).

The job description

- Day to day management of operational team, including performance management
- Act as the Food Lead
- Monitoring licences, permits, notices and prosecution files
- Conduct investigations and process complex cases
- Review and develop policies, processes and procedures
- Produce reports and deliver briefings
- Attend/ give evidence in court/ tribunals
- Cost centre management
- Lead on key elements in the service operational plan
- Develop and maintain effective partnership working
- Liaison with elected Members
- Collate, analyse and use performance data to monitor and improve productivity
- Ensure value for money is achieved

How to Apply

Please review the Person Specification and Job Description and tailor your application to the role specifically.

To apply for a position, please visit <https://sourcing.penna.com/clients/cambridge-city-council/environmental-health-manager/>

Timetable (correct at time of publication)

Date	Stage	Detail
5 th September 2022	Role Advertised	Applications can be submitted.
2 nd October 2022	Closing date for submission of Application Form	Applications are collated for shortlisting.
3 rd October 2022	Shortlisting Process Commences	You will be notified of the outcome of your application after the shortlisting process is complete.
12 th or 19 th October 2022 (in Cambridge)	Further Selection Process (Tentative Date)	Successfully shortlisted applicants will be invited to participate in the next stage of the recruitment process. In addition to a panel interview, candidates may be asked to complete an exercise, deliver a presentation or provide a work sample (<i>for example</i>). Full details and information will be provided to candidates when notified of the outcome of their application. <i>NB: Further assessment and interview dates may be subject to change; you will be kept updated if this is the case.</i>

For informal enquiries please contact:

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Shivani Poonja, Research Consultant on 07709 509097 or email shivani.poonja@penna.com

If you have any questions around the process or reasonable adjustments please contact recruitment@cambridge.gov.uk.