JOB PROFILE

# Recruitment Information:

**Post title** **:** Environmental Protection Divisional Manager

**Service:** Environmental Protection -Based at East Pallant House, Chichester, West Sussex. PO19 1TY

**Directorate:** Planning and Environment

# JOB Profile SUMMARY

Job Title Divisional Manager – Environmental Protection

Reports to Service Director – Planning and Environment

The Planning and Environment Directorate comprises three service areas: Planning Policy, Development Management and Environmental Protection with each being led by a Divisional Manager. Together these services provide a focus for environmental issues, including the achievement of sustainable development which is respectful of the built and natural environment.

The Environmental Protection service includes responsibility for a range of related environment functions including environmental health and protection, coastal and land drainage, building control and foreshores – see attached structure chart.

# 1.0 main Purpose of JOB

* 1. To manage the delivery and development of all functions within the Environmental Protection service.

* 1. To ensure the achievement of the Council’s relevant strategic objectives and the efficient and effective operation of individual services. To ensure those services deliver their functions to the standards set by legislation, policy or management to provide a high quality of service to customers. To ensure resources are provided and managed appropriately. To manage the political environment within which the service operates.

1.3 Actively contribute to corporate initiatives or projects.

# 2.0 Key Duties/Accountabilities

2.1 Leadership of the service including overall responsibility for continued service development to ensure the provision of effective, efficient and modern services, meeting the standards and performance expected by the council.

* 1. Management of the service to ensure the delivery of high quality value for money services meeting high levels of customer satisfaction, service performance standards including staff performance and personal development.
  2. Contribute to and advise on preparation of the service budget, monitoring and control of income and expenditure and to ensure financial outcomes are in line with the approved service business plan.
  3. The effective and efficient use of resources to deliver service functions.
  4. To ensure health and safety legislation, policy and procedures are adhered to in all relevant service functions.
  5. To ensure the Service complies with the relevant legislation, council policies and the Constitution.

# 3.0 Additional Duties & Accountabilities

* 1. tO To manage teams and be responsible for the provision of an effective and efficient Environmental Protection service including environmental health, policy and protection, coastal protection and land drainage, building control and foreshores to meet set objectives and performance targets and ensure that comprehensive arrangements are in place to manage and monitor progress and to intervene and improve as may be necessary.
  2. To prepare the annual Service Plan and manage and monitor performance targets and the implementation of projects within it.
  3. To report to the Director and be accountable for progress in relevant areas and to lead and develop the teams, oversee and co-ordinate as necessary progress on strategies, projects and work areas to ensure the provision of an efficient and effective service and achievement of work plans, including providing support and guidance for team members.
  4. To foster the well-being of staff by giving and sharing experience, by keeping up to date with changes in legislation and policy and by involving staff in more complex matters at appropriate opportunities.
  5. To ensure that subordinate managers and staff are trained and fully equipped to discharge fully their given areas of responsibility and to oversee the preparation and implementation of the service training plan.
  6. To ensure that the teams work closely and effectively with other teams within the Directorate and across the organisation.
  7. As a member of the Directorate Management Team to attend and contribute fully to the development and achievement of determined priorities.
  8. To provide advice, leadership and support to members and to attend meetings of cabinet, Council and any other member meetings, Task and Finish Groups and meetings of Parish Council’s and other interest groups as appropriate.
  9. To develop, implement and review policies and procedures in relation to the efficient delivery of the Environmental Protection service.
  10. To provide timely and accurate reports on activities, problems, progress, results and achievements.
  11. To develop effective working relationships with other Divisional managers and contribute and facilitate as necessary in relation to the functions of the Directorate to ensure efficient delivery of services and other strategic plans and objectives.
  12. To effectively manage the processing of the full range of applications for the grant or renewal of licences, registrations certificates, consents and permits which are the responsibility of the Environmental Management Team.
  13. To ensure the Building Control service operates in accordance with established financial controls and to oversee the preparation and management of the trading account and annual schedule of charges.
  14. To promote, communicate and help deliver corporate objectives where appropriate by active participation in cross service topic groups.
  15. To monitor new legislation, statutory instruments, government circulars and other guidance on good professional practice and to provide advice and support to the Director, staff and Members.
  16. To manage leave, absence and related operational matters arising from other managers reporting directly to the postholder.
  17. To be responsible for the consideration of service complaints and support the response to Ombudsman investigations.
  18. To represent the Service on external, internal and other groups as required.

# 4.0 KNOWLEDGE, SKILLS & EXPERIENCE

## Business Knowledge

* 1. Demonstrable achievement in providing strong, decisive leadership for multi-disciplined teams/individuals.
  2. Successful track record of establishing a strong service performance culture to continually improve standards, value for money and outcomes.
  3. Experience of managing change.
  4. Experience of applying employment related procedures, policies and legislation where appropriate.
  5. Ability to deliver/undertake difficult messages and conversations.
  6. Ability to fully understand the functions, roles and key accountabilities for those services for which the role is responsible for in order to support the service manager/principal officers and staff and to effectively interpret this knowledge to a wider audience.
  7. Extensive knowledge of the current national and local government agenda preferably including environmental health, policy and protection, coastal defence and land drainage and/or building control.
  8. Extensive experience working within a relevant service environment within the public sector.
  9. Achievement at a management level within a complex and customer focused environment.

## 5.0 Essential Functional/Technical Skills

5.1 Ability to demonstrate leadership qualities that genuinely motivate and instil commitment in others.

5.2 Ability to think and plan operationally, set realistic objectives, lead and inspire people and prioritise resources.

* 1. Political judgement and a high degree of political sensitivity.
  2. Experience of leading & implementing major change with the resources available.
  3. Highly developed analytical, networking, advocacy, oral, written and presentational skills.

5.6 Ability to work under pressure and to tight timescales to deliver projects and performance targets.

* 1. Contribute to partnerships and stakeholder groups to deliver wider community projectsand/or Council initiatives in your role as a representative of CDC.
  2. Experience and ability to promote a positive enabling culture.
  3. Ability to successfully analyse complex issues and situations and provide practical and creative solutions.
  4. Diplomatic and confident manner when dealing with the public, colleagues and members.

1. **Qualifications**
   1. Relevant degree or equivalent level qualification is essential.
   2. Management qualification is desirable.
   3. Extensive relevant experience is essential.
   4. Membership of a relevant professional body (Chartered Environmental Health officer or Chartered Surveyor) is essential.

## 7.0 Personal Attributes/Competencies

* 1. Reliable and resilient individual.
  2. Project management.
  3. Commercial acumen.
  4. Managing performance.
  5. Self-sufficiency.

7.6 Risk management.

This Job Profile is a description of the job as it is currently comprised.  The Council reserves the right to review and amend this Job Profile from time to time, if required to enable it to effectively carry out its functions.  Any changes that are made would be done so in consultation with the post holder and would be commensurate with the grade or salary of the post.