

JOB DESCRIPTION

Principal Officer (Licensing and Housing)

Service area:	Environmental Health
Reports to:	Head of Environmental Health
Responsible for:	Supervision of Housing, General Environmental Health & Licensing
Employing Authority:	High Peak Borough Council
Location:	Buxton/ Leek / Agile
Work flexibly between various locations:	Yes
Grade:	AG9
Salary range:	Spinal Column Points 40-44 per annum
Car driver:	Yes
Essential/casual:	Essential

JOB PURPOSE

The range and scope of the job covers both Staffordshire Moorlands District Council and High Peak Borough Council. The purpose is:

- To provide direction and lead the team in Housing, General Environmental Health & Licensing.
- To act as lead specialist for Housing, General Environmental Health & Licensing
- To assist the Head of Environmental Health with the development of all aspects of the Council's service.

JOB DUTIES

To lead a team of staff responsible for the delivery of the Council's operational services relating to:

- Housing
- General Environmental Health & Licensing

To work closely with and support the activities of the Head of Service and other Principal/Senior Officers.

To plan an active role in developing the Council's Housing, General Environmental Health, Licensing service in line with the aims and objectives of the Alliance.

To direct the performance of the operational team that the post holder leads within Environmental Health. This includes the evaluation and appraisal of work carried out by staff, contractors and others.

Day to day supervision and mentoring of staff in the service, directing resource where required to provide a seamless service to customers. This includes monitoring and authorisation of holidays, flexible working, sick leave and any other people management responsibilities. Support the development of a performance management culture to drive continuous improvement.

To organise service delivery from the customer's perspective and to ensure that business processes are re-engineered so as to provide services that are integrated and responsive.

To support staff within the Team in delivering specific projects. Principal Officers are expected to be directly involved in service delivery as per the front-line officers as and when the demands on the Service require it, and provide support to colleagues within their assigned Service Team.

To support the Head of Environmental Health in developing and implementing the policies, strategies and work programmes.

To deputise for the Head of Environmental Health and/or the other Principal Officer within the team during periods of absence from work, e.g. annual leave and sickness.

To assign workloads to staff within the Team, having regard to legal requirements and to target set within the section.

To advise the Head of Environmental Health of issues appertaining to the Council's statutory functions in respect of Housing and Licensing as required and to initiate formal action against individuals or organisations that fail to comply with statutory requirements, having due regard to the principles of the Enforcement Concordat and the better regulation agenda.

To develop policies and supporting procedures and practices in relation to the Council's strategic objectives for improving public health and reducing inequalities in health, ensuring the Council is collaborating effectively with health service providers and other relevant stakeholders.

To take the lead in developing and maintaining Housing and Licensing Business Area Health and Safety arrangements; risk assessments; COSHH Assessments and any other documentation as is required to be produced to protect the health and safety of members of the Environmental Health Team as a whole.

To develop and maintain policies and supporting procedures, guidance documents and practice notes in relation to Health and Safety and food Safety in line with national guidance in particular having regard to the Food Standards Agency and Health and Safety Executive guidance, animal welfare, licensing and registration, and any other aspect of the service delivered by the Team.

In liaison with the Head of Environmental Health to develop a Public Health Strategy in line with national guidance, in particular having regard to the Public Health Agenda.

To actively promote Housing and Licensing issues within the community, amongst Elected Members and the Alliance Management Team.

To actively contribute to review processes and process re-engineering in relevant service areas.

To prepare reports on service matters, and to represent the service at meetings of the Council and on other outside bodies.

Where requested, and as appropriate, to carry out other statutory and non-statutory duties for which the Environmental Health Team is responsible.

To produce letters, reports and notices in relation to the duties outline above, together with the preparation of evidence for legal proceedings, attendance at court and the presentation of evidence.

To undertake day to day monitoring and control of the revenue budgets and appertaining to the functions with your team.

To contribute to the development of practice and procedure notes.

To actively participate in the implementation of the Environmental Health Team Service Plan and the teams contribution to corporate aims and objectives.

To participate in all aspects of training and development of staff and students. To use all learning opportunities to develop personal skills and necessary to improve effectiveness, efficiency and delivery of service targets.

To ensure that all work is up to date and meets pre-determined deadlines.

To undertake any other reasonable work instruction requested by the Head of Service which is commensurate with the grading of the post.

CORPORATE RESPONSIBILITIES

Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.

Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.

Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.

Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.

Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.

Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.

Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.

Consistently exhibit the behaviours required under the Alliance GROW values and code of conduct.

Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.

Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Office based with travel to Alliance locations / agile working (where applicable)
Resources Staff/Finance	Supervision of staff and monitoring of budgets.
Physical	Working to planned priorities
DBS	No