JOB DESCRIPTION

SECTION ONE

Service: Public Services
Post Title: Team Leader (Environmental Protection)
Grade: NJC Scale 36 – 39
Post Number: EH009

SECTION TWO

Responsible to: Environmental Services Manager
Responsible for: 4 staff members

SECTION THREE – Overall purpose of job

1. To enforce, advise and give guidance on environmental health matters commensurate with the level of responsibility, in particular relating to noise, contaminated land, air quality, pollution prevention and control, energy efficiency promotion, and complaints of pollution and risks to public health, including research as necessary.

2. To supervise and develop employees within the team, ensure appropriate training and regular appraisals take place, monitor and manage sickness absence and deliver training, where appropriate in accordance with corporate procedures.

3. To contribute to the development and implementation of cross-cutting initiatives, in line with the Councils ‘One Team’ philosophy.

4. To support and deputise for appropriate senior managers, as required and in agreement with the Environmental Services Manager.

SECTION FOUR – Principal Responsibilities

1. Assist in the management of the day-to-day operation of the Environmental Protection team and in particular provide technical guidance to other service units within the Council and other officers within Environmental Health, as determined by the Environmental Services Manager.

2. Contribute to the setting of and implementation of service plans at an appropriate level.

3. Undertake high priority and more complex and/or politically important inspections, visits, investigations and interventions.

4. Carry out the Council’s enforcement responsibilities under a variety of
legislation, such as the Environmental Protection Act 1990, as determined by the Environmental Services Manager, in accordance with relevant guidance, procedures and policies.

5. In conjunction with the Environmental Services Manager assist in the development, review and implementation of the Council’s Contaminated Land Strategy.

6. Assist in co-ordinating the information, development, implementation and maintenance of a strategy for the review of air quality in Kettering Borough Council’s area.

7. Assist in taking necessary action in conjunction with the Environmental Services Manager and Legal Services to remove unauthorised encampments within the Borough, in accordance with relevant guidance, procedures and policies.

8. Respond appropriately to requests for Environmental Protection advice and comments from other Council Service areas, for example Planning and Development Control and Licensing as determined by the Environmental Services Manager, in accordance with relevant guidance, procedures and policies.

9. Prepare reports on Environmental Protection issues for Council committees, Members, Service Unit Managers and other Senior Officers in consultation with the Environmental Services Manager.

10. Attend Council committees, public meetings, training programmes and other proactive events as a representative of the Environmental Protection team, in agreement with the Environmental Services Manager.

11. Prepare and present evidence at Court.

12. Instigate and/or assist in the planning and promotion of special projects to target, tackle and address key issues.

13. Ensure compliance with all Council policies with particular reference to health and safety, equal opportunities and communication.

14. Investigate formal complaints about staff you are responsible for and make recommendations to the Environmental Services Manager.

15. To investigate and complete corporate complaints, freedom of information requests and corporate investigations as required in agreement with the Environmental Services Manager.

16. The post holder may from time to time be required to carry out other duties provided they are commensurate with the level of responsibility of the post and within the abilities of the post holder.
SECTION FIVE – Main levels of contact

| Internal: | Members and officers of the Council. |
| External: | Members of the public, Government and other agencies, officers of other local authorities. |

SECTION SIX – Special features of the post

- Essential car user allowance.
- Professional Fee Paid.
- The post will require some programmed working outside normal office hours.

SECTION SEVEN

| Job Description prepared by: (Manager) ……………………………… | Date ………………………… |
| Approved by: (Personnel) …………………………………………… | Date ………………………… |
| Agreed by: (Post holder) ……………………………………………. | Date ………………………… |