

## **Job Description and Person Specification Profile**

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|---------------------|------------------------------------------------------|
| <b>Job Title</b>    | Head of Public Protection                            |
| <b>Job ID</b>       | GH08                                                 |
| <b>Service</b>      | Public Protection                                    |
| <b>Grade</b>        | M                                                    |
| <b>Reporting to</b> | Assistant Director, Housing, Environment and Estates |

### **The Role**

The role will be accountable for the overall strategy, direction and development for Compliance, Enforcement and Public Protection within Tameside.

Managing the efficient and effective delivery of a number of Public Protection functions including Environmental Health, Environmental Protection, Housing Enforcement, Trading Standards, Licensing, Public Health, Animal Health & Welfare, Waste Enforcement, Corporate Health & Safety and Parking Enforcement. Ensuring that the Council's statutory obligations are met in relation to such services such as to protect and meet the needs of the people who live and work in Tameside.

You will lead the on-going Council strategic priorities and development of the services in line and the Council Corporate Plan.

#### **Main Duties and Responsibilities include:**

- Provide strategic leadership to ensure that corporate targets and outcomes together with operational targets are achieved on time, on budget and to a consistently high standard in line with Council financial regulations and human resources policies.
- Ensure effective communication through high quality reports, informal briefings and presentations to Committees, elected members, MPs and organisations from the public, private and voluntary sectors.
- Ensure the corporate requirements are consistently met, including business planning, performance management and budget monitoring.
- Lead officer with responsibility for ensuring the effective delivery of statutory regulatory services: Food Safety, Health & Safety, Housing Enforcement, Environmental Protection and Licensing.
- Exercise powers under the Council's Scheme of Delegations.
- Lead accountability for the implementation of business improvement processes and the development and application of relevant policies across services.
- Act as tactical lead for the Council with other related agencies (e.g. HSE, Environment Agency) and working groups.
- Delivery of a professional health and safety service which supports the Council's aims and objectives and facilitates the effective management of health and safety risks, in order to ensure effective governance, statutory compliance and best practice across the Council.
- Compile Licensing Committee, Community Safety Panel and Enforcement Panel agendas and advise members of Committees, providing lead officer input to the proceedings.
- Effectively manage all revenue and capital budgets related to the post in line with Council Policy, and guidance, including the management of services on a consultancy/operational trading account basis as appropriate.
- Formulate and implement an effective customer care and engagement plan for Regulatory Services to meet Tameside's residents and business aspirations.

- Deputise for the Assistant Director of Operations and Neighbourhoods as required.
- Ensure that the Services comply with all equalities policy, legislation and guidance and promote equal opportunities in the workplace and in service delivery.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

## About You

### Your essential qualifications

- Degree or equivalent professional qualification

### Your essential skills, knowledge and experience

- A detailed understanding of the National, Regional and Local context which Compliance and Enforcement operates both within and external to local authorities.
- Experience of enforcement decision-making and evidential standards.
- Detailed knowledge of statutory obligations associated with Regulatory Services.
- Detailed knowledge of relevant policy and concepts and the way in which they can be utilised by Tameside Council.
- Clear and demonstrable understanding of business principles, economic drivers and commercial skills.
- Experience of leading statutory services.
- A confident and innovative leader.
- Track record of leading high performing teams and delivering transformational change.
- Experience of managing managers.
- Track record of delivering corporate objectives on time, on budget and to consistently high standards.
- Significant experience of managing large budgets.
- Evidence of successful budget and performance management of conflicting priorities and timescales.
- Track record of delivering efficiency savings / income generation.
- Track record of establishing and maintaining effective relationships across a wide range of stakeholders.
- Proactive and innovative approach to working with partners and securing positive outcomes.
- Strong partnership skills whilst ensuring that the Council's interests/priorities delivered at all times.
- Ability to work successfully in a political environment and clear understanding of context in which the job is delivered.
- Experience of governance and committee processes.

### If you have the following experience or qualifications – then that's great!

- Degree and/or relevant professional qualification in Environmental Health, Regulatory Services, Trading Standards, Environmental Protection, Health & Safety or related discipline.

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

### What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

