

LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION DIRECTORATE
JOB DESCRIPTION

POST TITLE : Environmental Health Manager (Pollution)

GRADE: MGC (£52,818 - £56,040)

DEPARTMENT: Environment & Regeneration (Public Protection & Development)

LOCATION: Various offices according to needs of service.

REPORTING TO: Head of Joint Regulatory Service

POST NO: TBC

PURPOSE

The post holder will be a member of the management team for the Joint Regulatory Service and be expected to manage and develop the Environmental Health (Pollution) function across the tri borough partnership.

The post holder will investigate the potential for the pollution service to trade as a not for profit commercial entity.

The post holder will review and transform all processes related to the Environmental Health (Pollution) function across the shared service ensuring they are fit for purpose and support the operational model for the shared service which includes improved efficiency and effectiveness at the point of delivery.

The post holder will have overall responsibility for resource management of the Environmental Health (pollution) function. This will include financial and operational performance and will hold the budget for the tri borough service in relation to the pollution function

The post holder will provide strategic management for change and transformation of the Environmental Health (Pollution) function across the tri borough service

MAIN DUTIES AND RESPONSIBILITIES

- To develop responses to and actively engage with local demands and plans to promote an effective and efficient Environmental Health(Pollution) function, which supports businesses, residents and Members
- To oversee and direct enforcement activity within the framework set by the Shared Service Management Team
- To manage, direct and support assigned lead officers to deliver a range of operational responses and actions in the local area.
- To ensure lead officers have major compliance with Council policies and the legislative frameworks
- To oversee and provide expert advice on the development, implementation and review of the Councils' policies in respect of the following issues:
 - Air Pollution

- Noise nuisance including environmental, commercial, residential industrial and construction noise which will include the night noise nuisance service
 - Contaminated land
 - Land charges
- Ensure close liaison with key stakeholders like Public Health and the Police
- To be responsible for writing contracts for capital and revenue programmes
- To be responsible for the submission of applications for grant funding to DEFRA, GLA and TfL
- To formulate the performance management criteria across the shared service and ensure that each locality understands, contributes and adheres to the criteria
- To be responsible for compiling regular and concise performance reports for the Head of Joint Regulatory Service/Head of Public Protection and Development
- In conjunction with the Head of Joint Regulatory Service, review and transform all processes related to the Environmental Health(Pollution) function across the shared service ensuring they are fit for purpose and efficient in their delivery
- To have oversight and manage as directed by the Head of Joint Regulatory Service the strategic implementation of new projects and policy implementation, ensuring that other council and stakeholder services are fully engaged and that collaborative arrangements are in place to maximise service delivery.
- Working within the strategic context set by the Head of Joint Regulatory Service set and agree business plan objectives and performance targets in liaison with the lead officers , ensuring that they are fully and effectively implemented.
- Lead on the response to emergencies that require direction and support from a public health and protection perspective. Which will require out of hours working as and when required
- Participating as a member of the Joint Regulatory Services Management Team; assisting in decision-making on day-to-day locality issues and in the formulation and implementation of policy for the shared service.
- Ensuring full stakeholder involvement and consultation in the development of the various services provided by the team, developing and reviewing service standards, ensuring that customers are regularly surveyed, and acting on the findings.
- To be responsible for the effective planning of resources across the tri borough shared service and oversee the deployment of those resources in order to meet the service plan for Environmental Health (Pollution)
- Have oversight of each of the borough's case management systems for Environmental Health (Pollution) and ensure that staff accurately account for the time spent on each task
- To represent the service at professional meetings/seminars
- To deputise for the Head of Joint Regulatory Services in his absence