

JOB PROFILE

Job Title:	Service Director – Housing and Environmental Health
Service Area:	Housing and Environmental Health
Grade:	14
Reporting Manager:	Managing Director
Direct reports:	Service Managers

Job summary:

Responsible for the overall management and operation of the Environmental Health and Housing Service. To provide a cost-effective service appropriate to the needs of the community, ensuring the authority adheres to relevant legislation, providing a first-class service and supporting the vision of the Authority in terms of development activity.

Key responsibilities:

To oversee the management of the sections making up the service to ensure an efficient, effective and customer focused service.

To ensure that all required policies, strategies, and plans are developed to meet best practice and deliver the Council's strategic objectives.

To manage and co-ordinate the expertise of the Housing and Environmental Health service and formulate policies, strategies, and proposals and to influence, promote and control activity as required by legislation and political priorities.

To oversee the arrangements for the improvement and enforcement of standards in all areas for which the service is responsible.

To ensure that all regulatory and compliance work is carried out in accordance with statutory and other relevant guidance.

To oversee the development of SMART performance targets and supporting information for the team in line with statutory requirements and locally agreed performance measurement and to ensure that there is continuous improvement to meet and exceed targets.

To ensure that Members are fully briefed on issues relating to the Service and take responsibility for briefing the Portfolio Holder on issues so that key decisions can be taken effectively.

To ensure that arrangements are in place to take the administrative and definitive decisions on behalf of the council and as "proper officer" for the purposes of the Access to Information Act.

To be aware of legislative changes that impact on the service areas and ensure that policy and procedures are revised to comply with statutory and national requirements and standards.

To actively participate in the corporate management of the council, working across services to achieve the objectives of the Corporate Plan.

To provide supportive management to coach, develop and motivate staff and empower them to deliver high quality services and contribute to the achievement of Council priorities.

Political Restriction

This is a politically restricted post under the terms of the original Local Government and Housing Act of 1989, Local Government (Politically Restricted Posts) Regulations 1990, and subject to the amendment under the Local Government, Economic Development and Construction Act 2010.

Political restriction is divided into two categories and relates to the post holder duties, thus;

'Sensitive' posts, which meet one or both of the following duties related criteria,

- Giving advice on a regular basis to the council itself, to any committee or subcommittee of the council of any joint committee on which the council are represented, or where the council are operating executive arrangements, to the executive of the council; to any committee of that executive, or to any member of that executive who is a member of the council.
- Speaking on behalf of the council on a regular basis to journalists or broadcasters.

The job holder must therefore be aware that in accepting this job, they are required to confirm that they will conform with these political restrictions and that they form part of their formal contract of employment with the council.

General responsibilities also apply:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

Key Requirements:	*
Qualifications:	
A degree or equivalent in a relevant subject	E
Job related experience & knowledge:	
Knowledge of the national policy agenda facing local government and that specifically related to Housing and Environmental Health Service	E
Political skills and sensitivity	E
Understanding and experience of budgetary control, financial management	E
The ability to work strategically to achieve political aspirations within legislative requirements	E
Leadership skills that motivate and inspire staff	E
Proven track record of managing environmental health or housing at a senior level in a complex environment	E
Ability to work effectively as part of a senior level management team	E
Able to contribute to corporate management and issues outside of the service.	E
Knowledge of Health and Safety and Risk Management processes.	D
Experience of appearance at public enquiries and/or Court cases.	D
Skills & attributes required for the role:	
Proven track record in achieving change in a complex organisation.	E
Demonstrably successful project planning and project management.	E
Senior management experience in a large multi-functional organisation.	E
Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role.	E
Excellent written and oral communication skills.	E
Excellent interpersonal skills to gain the confidence and commitment of stakeholders and potential partners.	E

Experience of advising at Committee.	E
Ability to recruit, develop, train, appraise and manage staff at a senior level.	E
Ability to develop effective liaison arrangements within the Directorate, across the Council and with external agencies.	E
IT literate with experience of utilising IT solutions to improve efficiency of service delivery.	E
Analytical skills to convert strategic management issues into practical implementation.	E
Ability to produce practical and creative solutions to meet business objectives.	E
A record of achievement and innovation in a related field to this post.	E
Able to work with partnerships and other agencies towards a common goal.	E
Other:	
Ability to promote the image of the Directorate through articulate and confident approach.	E
Ability to work unsociable hours.	E
Commitment, drive and enthusiasm.	E
Full driving licence and vehicle available for work use.	E
This post is subject to a satisfactory Basic check with the Disclosure and Barring Service and is exempt from the Rehabilitation of Offenders Act.	

*E = Essential D = Desirable

Signed..... Employee Date.....

