

## TENDRING DISTRICT COUNCIL

<b>JOB DESCRIPTION</b>
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Job Title: **Fixed Term Jaywick Healthy Homes Manager**      Post No: **40001120**

Department: **Housing & Environment**      Grade: **9/10**

Reports to: **Environmental Health Manager**

### **1. JOB PURPOSE**

To manage a team within the Environmental Health Service, Street Scene or Private Sector Housing Sections. To plan, supervise and deliver the day to day work of the Team within a performance management framework set by the section manager.

### **2. JOB ACTIVITIES**

- a) To lead an area of service delivery within the Operations & Delivery department to agreed levels of performance.
- b) To lead and line manage Environmental Health Officers, Technical Officers and other staff within a team and deliver that area of service.
- c) To write, or contribute to the writing of, service plans and policies relevant to the area of service.
- d) To draft individual staff performance plans and to ensure delivery through regular 1 to 1s and staff appraisals.
- e) To act as lead for the Council in the area of service responsibility, or other areas as directed.
- f) To take initiatives to improve the service, or other associated areas, including the bringing in of additional resources.
- g) To have responsibility for budgets and financial control of budgets as required.
- h) To lead, develop or participate in partnership working within the Council or externally to deliver effective and efficient services requiring a multi- disciplinary approach.
- i) To deputise for the Environmental Health Manager

### 3. CORPORATE RESPONSIBILITIES

To contribute to high quality management standards and best practice within the Team, reflecting the values of the Council and provide, through positive example, a clear sense of direction to team members

To deliver excellent performance on relevant performance indicators both local and statutory.

To ensure that team members understand the aims and objectives of the service, and are able to maximise potential and achievement. All staff to be able to relate their work to the Council's overall corporate strategy and priorities.

To adhere to the Council's HR and ICT policies, and ensure team members do the same.

### 4. SPECIAL CONDITIONS

This post is politically restricted within the meaning of the Local Government and Housing Act 1998.

You may be required to attend evening meetings and out of hours emergencies.

You must keep up to date with and implement any changes insofar as they apply to your role, either internal or externally.

You will be required to be able to drive and to have access to a car for work purposes.

***This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.***

Oct 2023

<b>TENDRING DISTRICT COUNCIL</b>
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<b>PERSON SPECIFICATION</b>
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Job Title: **Fixed Term Jaywick Healthy Homes Manager**

Post No: **40001120**

*It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.*

<b>PROFESSIONAL &amp; TECHNICAL DEVELOPMENT</b>
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- A level 6/7 Environmental Health qualification (or Housing qualification in respect of the Private Sector Housing)
- Registered as fully professionally qualified with the Chartered Institute of Environmental Health (or, for the Private Sector Housing Post only, the Chartered Institute of Housing or equivalent body)
- Level 2 or 3 Team Leading or Supervisory Management qualification.
- Experience or working in a complex and diverse organisation undertaking functions relevant to the functions and duties in the Job Description.
- Having a sound professional background and demonstrable success through effective and productive working relationships
- GCSE (A\* - C) English Language & Mathematics or equivalent
- Able to operate MS-Word, Excel & Outlook (a Level 2 IT qualification would be an advantage e.g. European Computer Driving Licence)
- Ability to travel around the district independently
- Eligible to work in the UK

## **COMPETENCY REQUIREMENTS**

*The following competencies will be used in making the initial selection decision:*

### **1.1 Deciding and Initiating Action**

- a. Makes prompt, clear decisions which may involve tough choices or considered risks.
- b. Takes responsibility for actions, projects and people.
- c. Takes initiative, acts with confidence & works under own direction.
- d. Initiates and generates activity.

### **1.2 Leading and Supervising**

- a. Provides others with a clear direction.
- b. Sets appropriate standards of behaviour.
- c. Delegates work appropriately and fairly.
- d. Motivates and empowers others.
- e. Provides staff with development opportunities and coaching.
- f. Recruits staff of a high calibre.

### **3.2 Persuading and Influencing**

- a. Makes a strong personal impression on others.
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating.

- c. Promotes ideas on behalf of self and or others.
- d. Makes effective use of (internal) political processes to influence and persuade others.

#### **4.1 Writing and Reporting**

- a. Writes clearly, succinctly and correctly.
- b. Writes convincingly in an engaging and expressive manner.
- c. Avoids the unnecessary use of jargon or complicated language.
- d. Writes in a well-structured and logical way.
- e. Structures information to meet the needs and understanding of the intended audience.

#### **5.2 Creating and Innovating**

- a. Produces new ideas, approaches or insights.
- b. Creates innovative processes, products or designs.
- c. Produces a range of solutions to problems.
- d. Seeks opportunities for organisational improvement.
- e. Devises effective change initiatives.

#### **6.2 Delivering Results and Meeting Customer Expectations**

- a. Focuses on customer needs and satisfaction.
- b. Sets high standards for quality and quantity.
- c. Monitors and maintains quality and productivity.
- d. Works in a systematic, methodical and orderly way.
- e. Consistently achieves project goals.

*Applicants should note:*

- *That the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role that will be used in the on-going appraisal of the person appointed.*
- *The successful postholder will be expected to undertake the personal development necessary to meet fully the requirements of the Role Description and Person Specification e.g. gaining a qualification to validate knowledge obtained through experience.*