

**RICHMONDSHIRE DISTRICT COUNCIL  
JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>ENVIRONMENTAL HEALTH &amp; HOUSING OPTIONS MANAGER</b>	<b>POST NUMBER</b>	<b>ENVT EHO 01</b>
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**MAIN PURPOSE OF THE JOB:**

To act as Manager of the Environmental Health Service and Housing Options Service

To support the Senior Management Team

To act as a technical advisor on Environmental Health, Private Sector Housing and Homelessness issues

**MANAGERIAL RESPONSIBILITIES:**

To undertake all aspects of management of 'the Services' including Environmental Health, Licensing, Private Sector Housing and Housing Options

**SUPERVISION AND GUIDANCE:**

Responsible to the Corporate Director

Responsible for a range of professional and technical Officers

**RANGE OF DECISION MAKING:**

Responsible for working within the overall policies of the Council. The work involves using very wide discretion and initiative over issues relating to the service. The job is subject to minimal managerial direction.

**RESPONSIBILITY FOR ASSETS, BUDGETS, MATERIALS, ETC:**

Responsible for the monitoring and management of budgets and assets relating to the functions of the service.

Responsible for the effective monitoring and management of contracts and service level agreements relating to the functions of the service.

Responsible for data protection requirements within the service.

**RANGE OF DUTIES AND RESPONSIBILITIES**

To work with and provide strategic and operational support to the Council's Senior Management Team within the scope of the Services.

To support the development, implementation, monitoring and review of the plans which fall within the service remit.

To support the identification, development, implementation and evaluation of strategies and operational interventions to support the aims of the service as well as in response to regional and national strategies and initiatives.

To work with key partners to achieve positive outcomes for the service areas covered by the team.

To keep up to date with national, regional and sub regional developments, assessing their impact on the various service areas and responding to them as required.

To identify, organise, lead and manage initiatives, projects and performance to achieve positive outcomes.

To ensure robust and effective performance management is in place within the team.

To develop, implement and keep under review communications and engagement activities.

To manage the associated budgets and ensure timely and accurate financial reporting, both internally and to relevant external partners.

To manage other resources which support the work of the team.

To oversee and liaise with projects funded by Partnerships.

To maintain strong relationships with key external agencies and organisations.

To carry out other tasks as required to assist in the development of the Environmental Health and Housing Options services.

To demonstrate an acceptance of and commitment to the principles underlying the Council's Equalities and Diversity Policy.

**CONTACTS:**

- All levels of Officers within the Council
- Elected Members of the Council
- Other local authorities, national and regional bodies
- Public, private and voluntary sector bodies operating within Richmondshire
- Members of the public
- Business representatives
- Legal representatives
- The Press

SPECIAL CONDITIONS OF SERVICE: Attend meetings outside normal office hours If available, to respond to out of hours call out
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COMPILED BY: C McKeon	ASSESSMENT DATE: 16 March 2017
COMPILED DATE: 14.03.17	ASSESSED BY: Julia Wilson and Joanne Holland
Grade 16	

Job Description  
agreed by postholder ..... Date.....