SECTION ONE
Service Area: Environmental Services  Post Title: Head of Environmental Services
Grade: 10  Post Number: 02/001

SECTION TWO
Responsible to: Chief Executive  Responsible for: Health Protection Manager, Environmental Protection Manager, Waste Manager, Administration Team leader

SECTION THREE – Purpose of job
1. To develop and drive forward the Council’s environmental, community safety, crime reduction and disorder, anti-social behaviour, and private sector housing strategies ensuring service excellence is achieved.
2. To develop appropriate civil contingency and emergency planning arrangements.
3. To ensure the Council fulfils its health and safety responsibilities.

SECTION FOUR – Main outcomes to be achieved
1. Healthier life styles and choices.
2. Clean streets.
3. Compliance with statutory responsibilities and standards for environmental services.
4. Increased recycling.
5. Reduced crime, fear of crime, nuisance and anti-social behaviour.
6. Well maintained private sector housing stock.
7. Effective civil contingency and emergency planning arrangements.
8. Safe environment for employees and visitors in ENC premises and premises under ENC enforcement.

SECTION FIVE – Main responsibilities
1. To provide professional advice and guidance to the Council on all aspects of environmental, licensing, waste, public safety, private sector housing, crime and disorder, community safety and occupational health and safety.
2. To ensure the Council complies with environmental health, licensing, and waste management statutory requirements.
3. To ensure that the Council meets its statutory obligations to comply with the Crime and Disorder Act 1998.
4. To work with the Crime and Disorder Reduction Partnership to improve community safety across the district and to manage the development, implementation, monitoring and review of a community safety strategy for the district in partnership with internal and external contacts and agencies.
5. To manage and develop the Council’s CCTV system for the district and to develop and implement a strategy for CCTV.
6. To develop, monitor and manage the private sector housing aspects of the housing strategy and fulfil the Council’s statutory private sector housing responsibilities.
7. To lead on civil contingency matters and emergency planning across the district.
8. To be responsible for ensuring the Council fulfils its health and safety responsibilities.
9. To be responsible for the Council’s strategic role in land drainage and open spaces.
10. To ensure that you have access to the current emergency plan, understand your role in an emergency or major incident and act on behalf of the organisation as appropriate.

11. To manage assigned budgets with due diligence and in accordance with ENC’s policies and procedures.

SECTION SIX - General

Health and Safety

Responsible as an officer and employee under the Health and Safety at Work Act.

To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.

To co-operate with the Council, its officers and staff to enable them, as far as is necessary, to conform and comply with any duty or requirement imposed as a result of any law which may be in force regarding health and safety.

Not to interfere intentionally or recklessly with anything provided in the interest of health, safety and welfare.

Equal Opportunities

East Northamptonshire Council is committed to providing equal opportunities in the services it provides and in the way it employs people. This applies when developing plans, policies and strategies and when working with suppliers, contractors and partners. East Northamptonshire Council will listen to all sections of the community and aim to provide services, which meet the needs of the whole community.

East Northamptonshire Council wants to make sure that everyone is treated fairly, regardless of gender, race, disability, ethnic origin, marital status, age, religion, parental or property status or sexuality. East Northamptonshire Council monitors the way in which things are done to make sure that employees, potential employees, residents and visitors are treated fairly and without prejudice.

Changing Circumstances

This job description is not intended to be inclusive nor exhaustive. The Council reserves the right to vary the duties within the responsibility of the grade of the post and the post-holder's qualifications and experience in the light of changed circumstances. The post-holder will be required to adapt him/herself to changing situations and be prepared to keep abreast of all new developments affecting his/her duties.

Smoking in the Workplace

The Council has adopted a policy on smoking in the work place. Work activity undertaken at Council buildings is in a No Smoking area.
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