

Environmental Protection Team Manager

Candidate Pack

workplace wellbeing CHARTER

DARTFORD BOROUGH COUNCIL

About the role





Environmental Protection Team Manager

Directorate – Housing and Public Protection

Department – Environmental Health and Regulatory Services

Grade – K

Salary – £57,700 PA rising to £61,402 PA following 12 months satisfactory performance

Hours - 37 hours per week – Monday – Friday

Flexi-time and Hybrid Working Available

About the role

Reporting to the Assistant Director - Environmental Health and Regulatory Services, the post holder will be responsible for the day to day management of the Environmental Health Service's Environmental Protection Team.

This successful candidate will ensure that team performance targets are met and that your staff have their personal development needs. As a manager you will be expected to make officer health and wellbeing a priority. You will be responsible for contracting services for dog kennelling and pest control within the team. Knowledge of national air quality monitoring requirements and experience in responding to planning consultations is essential for this role.

Working in a reactive service can be unpredictable and challenging. We are looking for someone who can be tactful and diplomatic and is able to keep their head in difficult situations. You will need to be a team player and have strong communication skills. You will expected to present team reports to Committees and in other public forums.

This post is considered by DBC to be a customer-facing position. The Council therefore has a statutory duty under Part 7 of the Immigration Act (2016) to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements.

Skills, Knowledge and Experience:

You must be able to demonstrate the following:

• Diploma/BSc/MSc Environmental Health and to be EHRB registered with the Chartered Institute of Environmental Health

• You will also require access to a vehicle and a full driving licence.

• The ability and willingness to work out of office hours will be required when necessary.

• Experience of management within an Environmental Health team or equivalent

• Working knowledge of relevant national strategies, legislation and initiatives associated with the role.

• Good written, spoken and listening communication skills. Ability to keep accurate and appropriate notes and records.

The full Job Profile for this role is available on the last page of the Candidate Pack.

workplace wellbeing CHARTER

DARTFORD BOROUGH COUNCIL

Disability Confident Employer

DBC is Disability Confident Employer and welcomes applications from candidates with a disability.
We operate a Guaranteed Interview to any candidate with a disability who meets the minimum criteria for the role. If you have a disability and are applying for a particular role, please ensure that you indicate this on your application form, and advise us of any reasonable adjustments which you may require.
A disability under the Equality Act 2010 is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

Care Leavers

We will offer an interview to care leavers who meet the minimum criteria for the post. If you are a care leaver, you must inform us of your care leaver status at the time of your application.

Armed Forces

As part of the Council's commitment to the Armed Forces Covenant and to ensure that ex-armed forces personnel are not disadvantaged as a result of their service, veterans of the armed forces and/or their spouses/civil partners, applying for a job at the Council will be guaranteed the offer of an interview, provided that:

- They or their spouse/civil partner are currently serving in the armed forces and are within 12 weeks of their discharge date
- They or their spouse/civil partner were in long-term employment with the armed forces within the last five years
- They meet the essential criteria for the advertised role
- They confirm that they wish any application for a post at the Council to be considered under the guaranteed interview scheme.

How to apply

Please apply via:
https://www.dartford.gov.uk/by-category/jobs-and-careers/job-vacancies-at-the-council

Do not send your CV – only fully completed application forms via the link above will be accepted

We reserve the right to close this vacancy before the advertised closing date. Please apply early to avoid disappointment.

Shortlisted?

Shortlisting and selection will be based on the job profile and experience required. You will need to address these requirements in your application drawing on any experience you have gained at work or in a voluntary capacity. You should give examples of how you meet the criteria outlined in the job profile and the Council's Core Behaviours. If you are unable to explain how you meet the requirements of the role, we may not be able to shortlist you.

Closing date:

23:59pm 4th January 2027

Interview date:

To be confirmed









workplace wellbeing CHARTER

DARTFORD BOROUGH COUNCIL

About the Council







Why Dartford

'Dartford is a place of quality, choice and safety. A place where great communities, concern for the environment and a successful economy support people who want to live, work and enjoy leisure time.'

Dartford Borough Council is one of the most exciting places to work in the region. Not only are we working on some special projects to improve life in the borough but we also have one of the most accessible offices in the country.

Our Commitment to Equality and Diversity

Dartford Borough Council is committed to equal opportunities policies and action to ensure that the best candidates for any post are appointed irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We operate a name-blind recruitment process and remove candidates' personal information to ensure that people will be shortlisted for interview on merit.

Our aim is to remove barriers to employment, promotion and development so that all employees have equal access to these on the basis of ability and the requirements of the job.

We are committed to challenging inequality, discrimination and disadvantage and to achieving the highest standard of employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment, and we welcome applications from all sectors of the community.

The Council has signed up to the Disability Confident Scheme. Through Disability Confident, we are working to ensure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations. We are committed to interviewing all disabled candidates who meet the minimum criteria for the role. In addition the Council will where possible make reasonable adjustments to ensure the interview process is accessible to disabled candidates.

White Ribbon

The Council is proud to be a White Ribbon Accredited Organisation, demonstrating our commitment to preventing men's violence against women and girls.

We encourage all staff to make the White Ribbon Promise: **never to use, excuse, or remain silent about men's violence against women.**

WHITE RIBBON ACCREDITED
WORKING TOGETHER TO END MEN'S VIOLENCE AGAINST WOMEN

workplace wellbeing CHARTER

DARTFORD BOROUGH COUNCIL

Getting to us

Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

By car...

The Civic Centre can be accessed via A206 to the north, A282/M25/M20 to the east and the A2 to the south. The A226 Dartford Road links Bexley to Dartford Town Centre. The Council offers free car parking for staff.

By train...

Dartford Civic Centre is situated opposite Dartford station. Dartford is part of the TfL Oystercard area and there are regular and frequent services from Central London (Charing Cross, Victoria and London Bridge). In the opposite direction there are regular services to Gravesend and the Medway Towns with connections to Canterbury and the Kent Coast.

By bus...

Good bus services serve Dartford town centre, including TfL buses, and the Fastrack rapid transit system. Bus stops in Home Gardens, two minutes walk to the Civic Centre, are served by:

- TfL bus routes 96, 428 and 492
- Fastrack bus routes A, B & C
- Arriva Sapphire bus services routes 480 & 490 between Dartford Town Centre and Gravesend.

By bike...

Dartford Town Centre lies on strategic cycle routes. View the routes on the Explore Dartford Maps:

https://explorekent.org/wp-content/uploads/2020/06/EK-DARTFORD_PRINT.pdf

Link to map and more info

Dartford Borough Council Civic Centre



workplace wellbeing CHARTER

DARTFORD BOROUGH COUNCIL

Core Behaviours

Values are a key component of a healthy workplace culture because they clarify how the Council and its staff should behave and help to ensure that everybody is working towards the same goals. They provide the framework within which employees can test decisions, accomplish tasks, and interact with others.

The Council's core behaviours reflect the special qualities that attract, engage and retain the talent that we want; and will be used to shape our culture by influencing the work we do, and how we do it. These behaviours focus the way we expect employees to approach daily business practices, conduct communications and interact with one another.

The Council has five core behaviours that guide the way we think and act as an organisation, and each member of staff is responsible for incorporating them into their day to day roles.



workplace wellbeing CHARTER

DARTFORD BOROUGH COUNCIL

Core Behaviours

Communication

Demonstrated by:

- Actively listening to customers and colleagues and asking questions to provide clarity
- Seeking to understand customer and colleague needs and proactively looking for ways to exceed expectations
- Being clear, concise and courteous
- Providing regular and timely feedback
- Leaving a positive impression of the Council

Respect

Demonstrated by:

- Creating trusted relationships with customers, colleagues and communities to achieve mutual goals
- Treating customers and colleagues with respect and dignity and valuing others as individuals
- Learning from others and valuing differences
- Being thoughtful, tactful and considerate
- Acting with integrity, loyalty and trust

Accountability

Demonstrated by:

- Taking the initiative and ownership of our decision, actions, performance and behaviour
- Learning from our mistakes and seeking out opportunities to improve
- Delivering on promises to customers and colleagues
- Being proud of what we do

Adaptability/Flexibility

Demonstrated by:

- Displaying a 'can do' attitude and being innovative
- Embracing change
- Getting out of our comfort zones and creating our own opportunities
- Looking for the positive in every situation
- Challenging negativity and bad behaviour

Collaboration

Demonstrated by:

- Sharing ideas and challenges with our colleagues and actively seek out their opinion
- Working together beyond departmental boundaries to achieve superior results
- Ensuring everyone has an equal opportunity to share and contribute ideas
- Being part of the solution

workplace wellbeing CHARTER

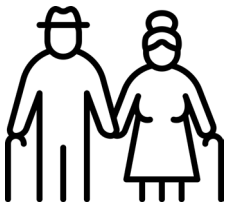
DARTFORD BOROUGH COUNCIL

Total Reward Package

Pension

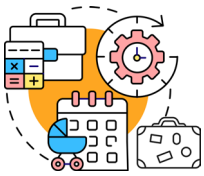
We are part of the Local Government Pension Scheme (LGPS). There is a 50/50 section which enables a member to pay half rate contributions for half the benefits. The LGPS is a career averaged revalued scheme (CARE), which means your benefits are based on your salary for each year you are in the scheme.
Your contribution rate, based on your salary, is 8.5%





Holiday Entitlement

You will be given a generous holiday entitlement of 222 hours (equivalent of 30 days) and a bank holiday entitlement per annum.
These amounts are pro-rated for part-time hours.





Car Parking

Free car parking for work





Private Medical Insurance

Subsidised private medical insurance for employees on Grade H and above on application





Shared Cost AVC's

LGPS members have access to our Shared Cost Additional Voluntary Contribution (Shared Cost AVC) scheme, which offers you a cost-efficient way to invest in your financial future.





Professional Membership Fees

The cost of one membership a year to a professional organisation that you require for your job



Car Loan

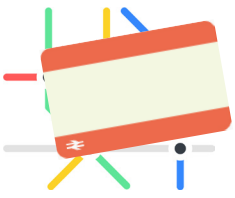
A loan to assist you with buying a car, subject to certain criteria being met





Season Ticket Loan

An interest free loan to assist with the purchase of a season ticket to travel to and from work





workplace wellbeing CHARTER

DARTFORD BOROUGH COUNCIL

Total Reward Package

Cycle to Work

A salary sacrifice arrangement which allows employees to purchase a bicycle for travel to work. The scheme allows the cost to be spread over a monthly deductions and also reduces the employee's tax and national insurance costs.





Hybrid Working

A Hybrid Working Policy which allows you to work part of your week remotely (depending on role and in agreement with your line manager)





Flexi-Time Working

A flexi-time working scheme (in agreement with your line manager)





Wellbeing

We have achieved the national Workplace Wellbeing Charter accreditation demonstrating our commitment to proactively championing a health workplace culture.





Employee Assistance Programme

Access to a free and confidential Employee Assistance Programme which offers support for a wide range of issues including telephone and face to face counselling





Occupational Healthcare

An occupational health service to support employees in the management of health issues.





Occupational Sickness Pay

Generous sick pay based on length of service









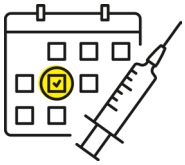
workplace wellbeing CHARTER

DARTFORD BOROUGH COUNCIL

Total Reward Package

Flu Vaccinations

Free flu vaccinations on an annual basis





Eye Care

Assistance with the cost of an eye test and glasses or contact lenses for working with computer screens





Fairfield Leisure Centre Discount

20% discount on Premium Membership





Employee Benefits Portal

A host of benefits, deals and offers via our online benefits portal including, but not limited to, shopping, travel and activities





Family Friendly Policies

An enhanced package of Maternity, Adoption, Paternity, Parental, Shared Parental and Parental Bereavement Leave





Compassionate Leave

Up to 10 days paid leave following the death of a close relative

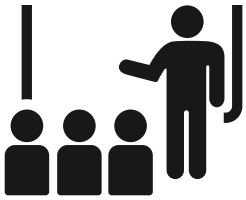




Cadet and Reserve Armed Forces Leave

Up to 10 days paid leave per year to take part in duties or training.





Public Duty Leave

Additional leave for members of certain public bodies to undertake duties





workplace wellbeing CHARTER

DARTFORD BOROUGH COUNCIL

Job Profile

Job Title: Environmental Protection Team Manager
Grade: K
Reporting to: Head of Environmental Health & Regulatory Services
Responsible for: Environmental Protection Team (Environmental Health Officer x 1, Graduate Environmental Health Officer, Environmental Protection Officer x2, Animal Control Officer, Scientific Officer)

Experience:

- Experience of management within an Environmental Health team or equivalent
- Supervisory/management skills to manage and motivate a team in order to achieve performance targets.
- Ability to manage staff tactfully at a personal level and to resolve staffing issues swiftly
- Able to receive and record information accurately and write reports
- Working knowledge of relevant national strategies, legislation and initiatives associated with the role.
- Good written, spoken and listening communication skills. Ability to keep accurate and appropriate notes and records.
- Ability to access staff and team performance information directly from Uniform and Covalent systems, or any other system introduced as an information technology management tool by the Council.
- To actively work with EH and ICT staff to make most effective use of ICT systems and explore how processes and performance improvements can be achieved or financial savings generated through better use of technology
- Ability to manage work schedules that coordinate with demands.
- Ability to visit business and work sites, other Local Authorities and Government Departments.
- Ability to visit commercial and/or domestic premises to carry out full visual, auditory and olfactory inspections and investigations.
- Ability to move in limited spaces, to be able to walk up and down steps and low level ladders and to bend down to look at low level areas during inspection and investigations.
- Ability to competently risk assess and deal with disagreeable, unpleasant or hazardous environmental working environments.

Specialist Knowledge:

- N/A

Qualifications:

- Diploma/BSc/MSc Environmental Health and EHRB Certificate of registration.
- CIEH Assessment of Professional Competence (APC) (where relevant)

Special Circumstances:

- Able to understand and have a commitment to the Council's Equality and Diversity policy.
- A commitment to ensure all internal and external audits are complied with and any non-conformity identified is rectified within given time scales.
- An ability and willingness to work when necessary outside of normal office hours
- Full driving licence. Be able to provide a vehicle for business use.
- Undertake a key role to assist in the Council's response to a major emergency.
- Ability to produce all risk assessment documents as required by the team under Health and Safety at Work etc 1974 legislation.
- Required to work outside normal office hours where necessary, including participation on an "out of hours" service rota which includes evenings and weekends.

Key Activities:

- To prepare evidence in respect of legal proceedings, appeals and public inquiries and to represent the Council in such matters as necessary.
- To undertake a partnership approach when working with other stakeholders and organisations such as police, fire and rescue service, community groups and other departments of Dartford Borough Council.
- To represent the Environmental Health Team by attending meetings and participating in working parties or working groups as appropriate.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To comply with standard employee Health & Safety at Work responsibilities.
- To comply with the Council's Equality and Diversity policy.

Key activities:

- To implement the Environmental Protection team objectives, ensuring that all determined targets and service levels are understood, monitored and performed to by all members of the team.
- To lead and manage the Environmental Protection team and ensure the team meets all its statutory functions and duties
- To deputise for Environmental Health Manager and Commercial Team Manager when required.
- To assist in the management of the EH service and in the formulation of policy and the development of service initiatives in respect of Environmental Health issues as required
- To manage and co-ordinate the duties of the team ensuring that objectives/policies and service quality and customer standards are met and that resources are used in the most efficient manner.
- To deputise for the Environmental Health Manager (EHM) as required in all matters including day to day staffing issues. This will include representing the EHM at any Committee, management meetings or site meetings.
- To undertake the role as advisor on matters of Environmental Health Emergency planning coordination.
- To undertake the role of representing Environmental Health where a Safety Advisory Group is required to meet for planned major events.
- To identify additional funding opportunities and to prepare and submit applications to relevant funding organisations.
- Responsible for taking the technical lead on environmental protection environmental health functions.
- To ensure development and delivery of an effective Environmental Protection service, dealing with issues in a timely and competent manner.
- Undertake the specific operational duties associated with the team including:
- Undertaking both formal inspections and investigations of complaints, including those of a more complex nature ensuring that all relevant legislation is being complied with.
- To assist with preparing and presenting reports for Cabinet and Committee Members, departmental management teams and external bodies, as required.
- Advising the public, outside agencies, elected members, MPs and Council departments on service issues.
- To assist with responding to media enquiries as necessary.
- Responsible for effective performance management through setting individual and team work targets, monitoring performance indicators, bench marking and any other appropriate methods. To provide performance monitoring information and data as requested.
- To continually review working practices/procedures to ensure that they are in line with current recognised best practice.
- To manage and ensure that procurement rules are followed in respect to any contract secured for services to the team.
- Responsible for employee development, identifying training needs and ensuring that officers within the team have the necessary skills and abilities to perform the tasks assigned to them.
- Responsible with the EHM for the control of delegated budgets to ensure that financial targets are met and adequate financial controls are in place.
- To assist the EHM in the recruitment and selection of staff members when filling team vacancies.
- To undertake disciplinary action, investigate grievances and manage sickness absence in accordance with the Council Policies. To ensure compliance with financial, IT regulations and Standing Orders, Health & Safety and HR Policies.
- To ensure that officers in the Environmental Protection team are appraised annually in accordance with the Council's appraisal scheme.
- To ensure that officers in the Environmental Protection team undertake training and development to ensure that they maintain appropriate competencies within their specific work area.
- To ensure that the provisions of relevant Acts, Regulations, byelaws, codes of practice etc. relating to premises are enforced within agreed authority levels and that enforcement action is carried out in accordance with enforcement policy, departmental procedures and relevant public enforcement statements.
- To ensure as far as possible that all legal, statutory and other relevant provisions governing or affecting the administration of the environmental health functions of the Council are observed.
- To maintain adequate records (written and database), carry out research and prepare reports and undertake project work as directed to ensure that information is available on which decisions affecting the Team's activities can be made.
- To identify and comment on potential adverse environmental impact of applications submitted under Planning Acts, Building Regulations, Licensing Act 2003, etc. and to liaise with colleagues in the relevant sections about such applications and preparing proofs of evidence.
- To carry out any other related duties as may be directed from time to time by the Environmental Health Manager and/or Director.

This, together with the competency levels is a description of the job as it is at present constituted. It is the practice of this Council to periodically review and update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will be expected to participate fully in any discussions and, in connection with them, to re-write your job profile to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your immediate superior. It is the Council's aim to reach agreement on reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you. As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you. All aspects of the post are to be carried out in compliance with the Council's overall Policies and Procedures, and all post holders will frequently have access to confidential information and will maintain such confidentiality as required by the Council.

workplace wellbeing CHARTER

DARTFORD BOROUGH COUNCIL