

Role Profile

Job Title:	Team Leader - Health and Safety
Location:	Colindale
Department:	Environmental Health – Consumer and Public Protection
Directorate:	Assurance and Public Protection
Grade:	Grade J
Type of Working:	Hybrid Working
Reports to:	Service Manager – Environmental Health (Commercial)

1. Job Purpose:

To support the Service Manager in the comprehensive and legally robust delivery of Health and Safety Enforcement. This involves overseeing, coordinating, monitoring workload, completing inspections, taking appropriate enforcement action, providing technical advice / guidance to the team, developing key resources including professional and technical staff. Also, the successful delivery of the relevant work programmes, including the Food Safety Service Plan.

To lead on the investigation of H&S incidents at non-food premises, and those of a complex nature, in accordance with the Health and Safety (Enforcing Authority) Regulations 1998.

To ensure that health and safety responsibilities are catered for.

To work with Ward councillors regarding problems and updating on action undertaken

2. Key accountabilities:**Management**

- Ability to work with a high degree of autonomy.
- Ensure that the teamwork in line with all relevant legislation.
- Represent the council and promote the Consumer and Public Protection objectives in a wide range of forums.
- Influence the shape and direction of the council's Health and Safety, Food Safety, and Food Standards work.
- Working alongside the Food Safety Team Leader to jointly deliver the Food Safety Service Plan.
- Line manage and support a team providing professional and technical advice, in line with the relevant performance management procedures and regular 1-2-1's and annual leave. This will include Environmental Health Practitioners and Food Safety Professionals.
- Manage effectively to ensure high quality, professional resource utilisation and service delivery standards across the service area.

- To be the training officer for the team and co-ordinate up to date training requirements for the team.
- Influence the shape and direction of the council's health and safety enforcement-related work.
- Forge strong relationships with internal and external stakeholders to provide expert advice, guidance and support on complex issues that pose challenges and act as a point of contact.

Service Area Responsibilities and accountabilities

- Provide specialist legal and subject area advice within the Authority as required, including acquiring an understanding of new legislation / case law for health and safety matters.
- Ensure a timely and efficient service delivery for Health & Safety, and Food Safety Teams
- Act as the lead investigator for any major Health and Safety Incident, including the collection and management of evidence, preparation of prosecution files, and providing expert witness evidence.
- Work with the Service Manager to ensure RIDDOR accidents are dealt with appropriately.
- Act as the lead advisor on Safety for Inspections at Sports grounds and represent the team on the Safety Advisory Group.
- Work with Primary Authorities to provide timely advice and legal compliance.
- Originate reports, statements and prepare and evaluate statistical and other information.
- Undertake investigations of service requests, contraventions of legislation, appeals, licensing requirements, infection, accidents, risk or other circumstances in relation to Health & Safety, and within the Food Safety service including support of delivery of Primary Authority Advice to businesses.
- Undertake the enforcement of legislation and exercise powers as required.
- Ensure the Service Manager is kept fully informed on any aspect of work which is controversial, political, strategic, financial or otherwise of a sensitive or highly complex nature.
- Keep up to date with changes in legislation, policies, attitudes and techniques relevant to their service groups.
- Prepare and deliver publicity campaigns and educational and preventative work, as required.
- To contribute to the formulation of best practice and assist in the drafting of specialist procedures and recommending service improvements falling within their area of work.
- To engage with the public and local businesses in relation to the government guidance, regulation and laws regarding any new relevant legislation.
- To wear appropriate Council Uniform whilst performing duties and ensuring the team are also suitably attired to be recognised as employees of Barnet.
- Provide evidence at legal proceedings and other quasi-judicial hearings.
- Participate in and lead specialist project teams and co-ordinate distinct service areas as required. This may include corporate and professional issues.
- Undergo any additional training in order to provide an effective service in accordance with the service goals/objectives.
- Develop changes in procedures, systems and operational strategies to maintain efficiency and effectiveness.
- Comply with the Assurance Investigations Officer Code of Ethics.
- Deputise as required for the Service Manager.
- Provide cover arrangements in the absence of officers within the team or other Team Leaders.

- Prepare cabinet reports and present reports to Members when required.
- Contribute to the development of the Service Plan and Objectives for the team.
- Maintain a minimum of 20 hours of relevant continued professional development (CPD).
Contribute to emergency on-call arrangements as part of a rota.

Performance management

- Lead and coordinate on Team input into Service area feeding into corporate reporting e.g. corporate plan updates.
- Deliver the team's Service plan and work programme plan for specialist area.
- Monitor and report on Team performance against internal and external performance indicators on a monthly basis.

3. Financial Responsibilities:

- No direct budget responsibility
- Ensure that all financial information is accurately recorded on the appropriate data management so that payment and income data is robust and reconciliations completed as necessary.
- Assist the Service Manager Food, Safety and Pest Control in ensuring that pre-set financial targets are met.
- Assist the Service Manager (Food, Safety and Pest Control) to ensure that fees and charges are accurate, legal and comprehensive.
- Ensure that all debts are appropriately recovered.

4. Staff Responsibilities

- To motivate and directly lead a specialist team of multi-disciplinary staff within the service in accordance with the Council's priorities.
- Carry out monthly 1-2-1 meetings and send copies of documentation to Service Manager
- Recognition of and ability to reward high levels of performance and achievement and tackle under-performance in others quickly and constructively.
- Provide staff supervision and training when required.

5. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein.
- Complete mandatory health and safety training.
- Ensure risk assessments are in place for all task/activities where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing. Identify and

implement controls. Ensure staff are aware of the risk assessment findings and trained in the use of controls measures.

- Monitor health and safety compliance arrangements and take action where there are concerns.
- Include health and safety in regular management team meetings.
- Lead by example, monitor and enforce health and safety compliance of staff.
- Wear/use personal protective equipment were issued and instructed and appropriate to do so, including lone working devices, stab vests and body worn video when conducting visits.
- Report any accident/incidents/hazards/near misses to the corporate Health and Safety team and line manager.

6. **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

7. **Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

8. **The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Reports to:	Service Manager – Environmental Health (Commercial)

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Successful completion of an Environmental Health degree or postgraduate MSc course, accredited by the CIEH in Environmental Health or IOSH	Essential	Application
Three years demonstrable professional experience in the relevant specialism	Essential	Application
Fully qualified EHORB registered and eligible for Corporate Membership of the CIEH (EHO)	Desirable	Application
Experience & Knowledge		
Existing technical knowledge of Environmental Health /Health and Safety legislation and or the ability to develop technical knowledge in a specific area	Essential	Application/Interview
Experience of taking enforcement action.	Essential	Application/Interview
Excellent interpersonal and negotiation skills and able to communicate clearly both verbally and in writing with a wide range of contacts and to deal with difficult or complex issues	Essential	Application/Interview
Ability to accurately draft legal documents	Essential	Application/Interview
Experience in supervising people	Essential	Application/Interview
Skill & Ability		
Competent user of Microsoft Office specifically Word, Excel, PowerPoint, and Outlook.	Essential	Application/Interview
Ability to accurately record data using specialist data management systems	Essential	Application/Interview
Is self-motivated and able to work under pressure to meet deadlines and targets whilst producing work to a high standard.	Essential	Application/Interview
Adaptable, has as a flexible attitude and can adjust to change in tasks at short notice.	Essential	Application/Interview

Able to progress sometimes complex cases in a timely manner accurately and in accordance with the relevant legislation and guidelines	Essential	Application/Interview
Able to motivate and train officers sufficiently to ensure that targets are met through the most appropriate action.	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a	Desirable	Application/Interview

Caring for **people**, our **places** and the **planet**

way of learning from and improving the way I work with others		
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview