

# Job Description

**Job Title:** Pollution Control Manager

**Department:** Environment

**Grade:** G

**Location:** Guildhall

**Responsible to:** Rachel Pye

**Responsible for:** N/A

**Appointed Candidates Signature:**

*Please sign and date here upon receiving your offer of employment*

**I confirm I have read the Job Description below:**

Full Name: .....

Signature ..... Date: .....

## Purpose of Post

- To manage the Pollution Control statutory regulatory function within Environmental Health & Public Protection in accordance with current corporate and departmental protocols and guidelines.
- To manage, deliver and develop the team(s) services and resources in a manner consistent with the City of London's aims, objectives, statutory obligations, policies and the professional standards falling within the scope of the Division.
- To be the lead expert for the City of London Corporation for the post holders service areas.
- To act in the absence of the Assistant Director and when necessary, the Director for the full discharge of the Service's functions.

## Main Duties & Responsibilities

1. Possess an expert level of managerial, professional and technical knowledge in the specific area of City Corporation activity that they manage and;
  - (a) provide authoritative advice and direction to post holders elsewhere in the Corporation practising or being involved in the same discipline; and
  - (b) be responsible for the management of their complex disciplines and act as the City Corporation "authority" and lead expert.

ensuring representation on departmental and corporate working groups and committees, as required.
2. Retain a detailed knowledge of departmental strategies and policies and an understanding of the functions and policies of other departments and external bodies.

3. Undertake duties of clear, strategic importance to EH&PP by close working at a senior level to represent, participate and promote the interests of the City of London Corporation at meetings with several other external agencies, Central Government, statutory bodies, private, public and voluntary agencies and the business community to achieve the Corporation's aims and objectives.
4. Analyse, interpret and evaluate a wide range of very complex and specialist information to resolve complex problems over a range of issues and in-depth problems in their specialist area of responsibility.
5. Deal with issues and information that is unclear in situations where it is necessary for greater levels of creative thinking and initiative to be used to determine a range of options and the most appropriate solution(s).
6. Develop, implement and review the service intervention plans for their allocated areas of expertise to include planning and managing the work programme for complex projects and initiatives undertaken by several officers.
7. Provide an integral and significant contribution to the preparation and development of strategies, procedures, policies, and initiatives for their allocated work areas and the wider Environmental Health & Public Protection Service. Co-ordinate the preparation and development of these using a wide range of sources including complex professional, technical and legal guidelines.
8. Have formal on-going organisational responsibility to one or more of the EH&PP teams, involving the allocation, supervision and checking of work and the following management responsibilities:
  - a) disciplinary action up to and including first written warning;
  - b) participation in the recruitment process, including interviews;
  - c) appraisals.
  - d) recommendations for training and learning and development opportunities for staff managed or supervised; and
  - e) control and monitoring the budget. Ensuring the officers are appropriately qualified and competent.
9. Act as lead officer of one or more specialist areas with operational and managerial responsibility carrying out of a range of activities acting independently in the interpretation of difficult or complex issues.
10. To make decisions or recommendations that have a significant impact on the resources or assets of the City of London Corporation, and have a noticeable impact on the image, interests or reputation of the Corporation.
11. Prepare written communications requiring original composition including legal documentation to an extremely high degree of accuracy and formally present on a wide range of complex issues to an informed audience involving professional, technical and legal factors which may be challenged, so as to influence and persuade individuals or groups at a high level within or outside the City of London Corporation.

12. Co-ordinate the response of the service to all emergency situations that relate to their areas of expertise, examples being-
  - a) a major infectious disease outbreak – e.g. Legionnaires disease.
  - b) a major outbreak of food poisoning;
  - c) a major workplace accident or fatality; or
  - d) a major pollution incident.
13. To manage the delivery of the City of London Out of Hours Noise Service, to include: -
  - a) draft, review and monitor the contract specifications;
  - b) managing the service tendering processes;
  - c) on-going contract monitoring of service providers; and
  - d) liaison between other interested parties and our service providers.
  - e) take part in the out of hours duty manager rota.
14. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
15. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
16. To undertake any other duties that may reasonably be requested appropriate to the grade

# Person Specification

**Job Title:** Pollution Control Manager

**Department:** Environment

**Grade:** G

**Trent Position number:** TBC

**DBS Criterion:** Standard DBS

**Security Vetting Criterion:** No security vetting is required

**Politically Restricted Post Criterion:** This post is **not** politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

## Professional Qualifications / Relevant Education & Training

1. Bachelor of Science or Master of Science degree in Environmental Health or similar from a course approved by the Chartered Institute of Environmental Health
2. Registered with the Environmental Health Officers Registration Board to practice as an Environmental Health Officer in the UK
3. Post graduate qualification in related subject - e.g. Acoustics, Management & Leadership, Public Health, Environmental Pollution, Health and Safety, Food Safety etc.
4. Chartered Environmental Health Practitioner status or equivalent with current Continued Professional Development records
5. Excellent relationship management skills to build, maintain and expand relationships with key partners including strong diplomacy in complaint handling.

## Experience Required

Experience in a local authority-based regulatory services environment including: -

1. Management / supervision of professional, technical and/or administrative staff;
2. Involvement and liaison with colleagues at an equivalent level within Government departments, agencies and other Local Authorities; and
3. Experience of service planning, service development and the delivery of service objectives
4. Experience of identifying, analysing, developing and implementing relevant initiatives based upon changes in legislation, emerging technologies and changes in industry best practice.
5. Ability to manage a range of professional and technical staff in complex and/or politically sensitive situations.
6. Ability to co-ordinate business planning, service development and the delivery of projects in support of the strategic direction the local authority.
7. Excellent communication and diplomacy skills, particularly oral, presentational including chairing meetings and written and experience in providing advice, information and

committee reports to a wide variety of stakeholder including elected members, businesses and the public.

8. Ability to lead on the analysis of numerical data and the synthesis of data and research from a wide variety of sources and the ability to make strategic recommendations based on these.
9. A thorough understanding of the role of Local Authority regulatory services.
10. Ability to write strategies and policy documents.
11. Significant experience required in the field of environmental health (Pollution Control) in the specific field of noise control (construction, licensed premises, plant and ventilation systems).
12. Responding to planning and licensing applications including setting conditions, making objections and representations, and attendance at committees.

### Other Relevant Information

1. Able to fulfil the role of Out of Hours Duty EH Manager on the on-call rota (1 approx. week at a time every seven weeks).
2. Due to the nature of the work, it may be necessary to undertake some duties outside of core working hours.
3. Involvement and experience with other professional institutions and outside bodies - e.g. IOA, DWI, CIEH, GLA, HSE, DEFRA, PHE.
4. Management or Leadership qualification
5. Desirable to have an interest in the environment and innovation in relation to Pollution Control.
6. Knowledge and ability to lead on the development and implementation of new and innovative ways of working across organisational and Borough boundaries.
7. Desirable to have experience in Contaminated Land, Housing and Water Quality issues.

### Recruitment – Note to Applicants

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Contract**

The position is offered on a Permanent basis.

## **Salary**

The salary range for this job is £66,190 - £75,010 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Hours of Work**

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**



This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

### **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

8 weeks by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **City Benefits**

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.





Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.