Job description

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| **Department:**  Waste and Environment Service | **Location:**  Cambourne |
| **Job title:**  Principal Officer (*Licensing / Food and H&S / People & Protection / Environmental Planning)* | **Post number:**  |
| **Grade:**  Grade 7 | **SCP range:** 35-40  |
| **Responsible to:**  Service Manager | **Responsible for:**  |
| Health Considerations/ Risk/ Surveillance Required:VDU habitual userTetanus Vaccinations |

# Description of duties and responsibilities

# Key result areas / overview

1. The post holder must be knowledgeable of legislation, policy, guidance, codes of practice, standards etc. relating to a range of legislative areas, keep appraised of technical/scientific knowledge and developments necessary for fulfilling the duties of the post and providing specialist advice within the council as required.
2. The post-holder is required to work closely with the Service Manager to develop systems, procedures, quality and performance measures for the delivery of functions with the objective of ensuring consistency across the service, and compliance with relevant legislation, codes of practice, approved guidance and corporate policies.
3. The post holder is to exercise judgement and make decisions within the framework of legislation and Council Policy and support officer’s on matters not covered by existing policy.
4. To remain impartial while attempting to reconcile the expectations of a number of parties, whilst operating within current operational, legal, financial and staffing constraints.
5. The post-holder is to deal with members of the public in a tactful and diplomatic manner.

# Key contacts / communication links

## Internal

Staff within: Waste and Environment; contact centre; planning, legal and other Council departments, Chair of Licensing, Members and Portfolio Holders

## External

Company representatives; business owners/occupiers and managers; Legal & Court representatives; Environment Agency; Police; Health & Safety Executive; Governmental and Non-governmental organisations, Parish Councils, general public.

# Key responsibilities / specific duties

1. To undertake the day-to-day management of staff assigned to the operational team, including, allocation of work, implementation of the agreed work programme, performance management, performance reviews and recruitment as well as investigating disciplinary and or grievance cases
2. To assist the Service Manager in developing a high performing team to deliver exceptional customer service across the assigned regulatory role.
3. To work closely with team and management to progress key areas regulation of licensing, food safety, environmental protection including planning applications. (Depending of workstream).
4. To take on named regulatory roles depending of workstream – ie Principal Officer (Food and Health & Safety) would be designated ‘Lead Food Officer’
5. To have full cost centre management responsibility for revenue and capital cost centres related to the work of the operational team, including purchasing and monthly variance reporting. Ensuring the service offered represents good value for money.
6. Take decisions as to what is the most appropriate investigation / enforcement action and proceed with that action including the use of informal letters and notices, statutory notices
7. Meet relevant targets and performance standards, relevant to the assigned duties in order to achieve high standards of service delivery
8. To ensure details of all visits and action taken by team members are recorded in accordance with service policy and procedures. To update and review the accuracy of the Service’s database as often as necessary.
9. Compile and present Committee / Hearing Reports as required
10. To develop and maintain effective partnership working and joint working relationship with other Council services, Local Authorities, contractors, consultants, central government departments, other relevant statutory organisations, commercial and voluntary organisations.
11. To work in an internal and external customer related way that promotes innovation and a ‘one South Cambridgeshire District Council ’ approach to customer service delivery. Embed a collaborative, learning approach and flexibility in the use of people and resources to actively develop partnership and commercial opportunities and “new ways of working”.
12. To represent the service as required at local, and regional meetings and forums, and working groups as directed.
13. To be included on an out-of-hours rota with regards to civil and service emergencies as reasonably required by the Councils Emergency Plan and Business Continuity Plans.

# General to all job descriptions

To comply with the Council’s Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council’s Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: June 2020