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| |  | | --- | |  | | **Public Safety and Protection Officer**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Public Safety and Protection Officer  **Service Area:** Public Protection  **Directorate:** Place  **Team:** Commercial & Trading Standards (workplace h&s) | Salary Grade: SO3 |
| **Post Reports to:** Operational Manager  **Post Responsible for:** Supervision of case managers with responsibility for caseload of a more complex nature or provision of technical expertise to colleagues, officers or partners. | |
| **Main Purpose of the Job:**  To be responsible for own team and their workload, with some requirement to hold a caseload which is more complex and requires extensive cross-departmental or cross-agency working or technical expertise to teams working across the Borough.  \*The service integrates a diverse range of statutory duties on environmental and trading standards, licensing and consumer protection with the council’s crime and disorder management function. There is a requirement to provide technical specialist advice or support on procedural matters to case managers across the Borough. | |
| **Summary of responsibilities and key areas:**   1. To contribute to the achievement of the key objectives for public and environmental safety in the most efficient and effective way, both within the post holder’s specific remit and across the section and Council as a whole. 2. To manage as directed a team whose workload may be diverse in nature and to do so in compliance with legislation, guidance, policies and good professional practice. The work will include but is not limited to responding to complaints about public nuisance, supervision and undertaking inspections and investigatory work, taking decisions on enforcement action in collaboration with professionals within and external to the council, monitoring compliance with licensing terms, presenting information at meetings and committees and carrying out other duties commensurate with the grade. 3. To lead and support a team ensuring that performance standards and deadlines are met and to fulfil the roles and responsibilities required. 4. To ensure compliance with all health, safety and welfare requirements and responsibilities within the role. 5. To take decisions on prioritisation or work, determine methods for gathering evidence, serve notices and produce reports, statements and case files and preparing evidence for court and legal proceedings as and when required. 6. To contribute to and participate in the planning, implementation and review of project work, surveys and sampling programmes, providing or acquiring appropriate levels of technical support as needed to meet required evidential standards. 7. To prepare service and team plans and ensure enforcement and procedural manuals are up-to-date and reflect changes in regulation (including deregulation) 8. To work with customers and people and ensuring compliance with any deadlines or reporting on progress of cases, in compliance with data protection and privacy regulations, provided this does not compromise any ongoing or concluded investigation, or the safety and wellbeing of others. 9. To liaise with colleagues and legal advisors and comply with legal proceedings as required. 10. To supervise inspections of a range of premises to ensure compliance with all public protection legislation and licensing controls as needed. 11. To report on activity and contribute to all monitoring, review and data management activities in compliance with an overall obligation of continuous improvement. 12. Participate in meetings within the council and externally as required. 13. To undertake such duties outside normal working hours as may be required by the nature of the service. 14. To participate in the out of hours emergency call-out service. 15. To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities. 16. To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities. 17. To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account | |
| **Job activities:**  These roles have a high degree of specialist knowledge and also carry a caseload or lead role within the service. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  The responsibilities set out in the job description, advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Recent experience as an authorised officer under the Health and Safety at Work etc, Act 1974 in workplace h&s regulation & enforcement | Essential |
| Experience in food safety | Desirable |
| Experience of undertaking criminal investigations | Essential |
| Experience in the use and application of legal rules and procedures on investigating and taking remedial action on one or more aspects of public protection and community safety. | Essential |
| Excellent judgement coupled with an extensive knowledge of a wide range of enforcement techniques and regulatory sanctions and their efficacy in practice. | Essential |
| Experience of planning, organising and prioritising workloads to satisfy performance targets and meet deadlines. | Essential |
| Ability to manage and lead multi-disciplinary teams and promote a culture of problem solving to achieve successful regulatory outcomes. | Essential |
| Able to influence, negotiate and encourage others, resolve conflict and deal effectively with challenging situations. | Essential |
| Able to analyse and interpret complex information and data in order to summarise and present to others and inform decision-making. | Essential |
| Excellent verbal and written communication skills with the ability to present information coherently and concisely to different audiences. | Essential |
| Hold a relevant health and safety qualification such as a Diploma/BSc/MSc in Environmental Health, or NEBOSH Diploma, or equivalent. | Essential |
| Competent and qualified in accordance with the current Food Law Code of Practice | Desirable |
| Ability to recognise and manage customer expectation, handle complaints and to provide and receive feedback. | Essential |
| Understanding and responding appropriately to the needs of a diverse range of people making recommendations on referral for additional support as needed. | Essential |
| Full Driving License and access to a car for work purposes | Essential |