

SLOUGH BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE: Assistant Director Public Protection

DIRECTORATE: Green & Built Environment

RESPONSIBLE TO: Strategic Director of The Green & Built Environment.

RESPONSIBLE FOR:

- Trading Standards
- Food Safety & Health & Safety
- Neighbourhood Enforcement
- Licensing
- Drugs & Community Safety
- CCTV & Careline
- Business Support Services

MAIN PURPOSE OF JOB:

1. To drive, organise and co-ordinate the Public Protection functions.
2. To provide leadership, direction and management of the Public Protection teams.
3. To lead and promote the Council's response to regulatory reform, driving continuous improvement through innovation and best practice.

MAIN RESPONSIBILITIES:

Corporate

1. To drive, organise and co-ordinate the Council's Public Protection functions, providing leadership, strategic direction and management, to the services.
2. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place.
3. To promote corporate working and lead or work as part of multi-disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working.
4. To be a member of the Directorate's Senior Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
5. To work with a range of partners, including the community and the voluntary sector on improving service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of the ethnically diverse community and are accessible to all users.
6. To promote a positive image of Slough and represent the Council on public protection issues at local and national level, attending and presenting at

conferences, seminars and working parties, as may be required, and liaising with appropriate national agencies.

7. To comply with the Council's Standing Orders and Code of Conduct and to advise the Chief Executive, Directors and Members as necessary.
8. To ensure full compliance with the Health & Safety at work act 1974 and the Council's Health & Safety Policy and all locally agreed safe methods of work.
9. To promote the Council's equal opportunity policies and to avoid all forms of discrimination as an employer and service provider.
10. To assist in providing an effective response to emergencies including any required call outs and undertake any duties that are consistent with the Council's expectations of a senior manager.

Service

1. To deliver effective management of Public Protection Services, its financial and other resources and achieve best value in the delivery of its services.
2. To provide high quality and timely advice to the Council advising the Strategic Director, Chief Executive, the Cabinet, Scrutiny Committee and Panels, Members and other colleague officers on all aspects of Public Protection Services.
3. To be the lead adviser on regulatory services and to raise the Council's profile on lobbying for public protection issues at regional and national level.
4. To be responsible for managing the Community Safety Partnership, working closely with the Director of the Green & Built Environment, Chief Executive and other key stakeholders.
5. To ensure that the Council complies with all necessary legal requirements in delivering public protection services and that such services are regulated in a proper, fair and equitable manner.
6. To organise systems for the effective communication and consultation on public protection delivery including the provision of customer friendly advice to the public and to local businesses and the organisation and promotion of the necessary campaigns and events to improve, e.g. safety, health and customer confidence.
7. To deliver cost effective, high quality, responsive services within the resources made available to the council and to develop partnership arrangements to deliver integrated service provision with a range of agencies.
8. To commission contracts and services for public protection ensuring that services are delivered in accordance with contract and customer requirements, and that there are effective monitoring arrangements to ensure best value and the attainment of specified quality standards.
9. To ensure that service, statutory and other required strategies, plans and reports are prepared effectively, co-ordinated efficiently, achieve targeted

actions and timescales, are properly consulted upon and effectively monitored.

10. To lead the Division ensuring the achievement of IIP status and that the Council's HR policies are in place to motivate, train and appraise employees to optimise their skills, contributions and outputs.
11. To plan and keep under review allocated budgets in line with the practices agreed by the Council, to monitor and control budgets and ensure clear accountability.
12. To maximise the Council's funding in relation to Public Protection Services through a range of funding opportunities.
13. To liaise effectively on public protection issues with local industry/commerce.
14. To plan and implement changes in structures, systems, practices and procedures to achieve an organizational culture that is rooted in customer care, operational efficiency and best practice and which promotes, the Council as a learning organisation.