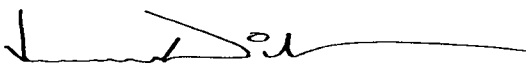


Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Regeneration & Environmental Services	Division: Protective Services
Section: Environmental Health	Post: Assistant Business Manager (Food Hygiene)
Grade: NLC14	Essential Qualification: Degree or equivalent
Date vacancy occurred: October 2015	Current Salary Scale: £39,816 to £44,598
Reason for vacancy: Post holder was promoted to post of Business Manager (Environmental Health).	
What are the consequences of not filling this post? This is a key post that assists the Head of Protective Services in ensuring an effective and efficient service. As well as day to day management of the team, this post also has key roles, duties and responsibilities in ensuring the safety of the public in North Lanarkshire in respect of all food and water related issues and for enforcing health & safety at work legislation in businesses such as warehouses, catering premises, offices, retail premises and consumer premises. Therefore, this post is essential for the continuation of effective service provision and the protection of public health.	
What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate? There are no alternatives to filling the post.	
The following documents are enclosed with this form: (✓)	
1. Job Description	<input checked="" type="checkbox"/>
2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>
I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.	
Signature Executive Director: 	Date: 07.10.2015
Human Resources use: Date of Vacancy Monitoring Sub-Committee _____ APPROVE / NOT APPROVE / CONTINUE	

North Lanarkshire Council
Job Description



Service: Regeneration & Environmental Services
Division: Protective Services
Job Title: Assistant Business Manager (Food Hygiene)
Responsible to: Business Manager (Environmental Health)
Grade: NLC14

Job Outline:

Responsible to Business Manager (Environmental Health) for the efficient administration and management of Protective Services, ensuring the delivery of a high quality professional service that maximises the resources available, delivers positive outcomes and meets the needs of our customers and service users.

Main Duties and Responsibilities:

In addition to the normal duties and responsibilities of managing the above functions, you will be responsible for:

1. Assisting in the preparation and presentation of information for relevant committees and for providing legislative, professional or technical advice as necessary.
2. Representing the Head of Protective Services and the Council as necessary for the achievement of organisational priorities and policies, including contributing to and attending external groups and agencies such as conferences, seminars, meetings, public enquiries, tribunals and government departments.
3. Playing a full and active part in the corporate approach to the overall running of Council services, ensuring, through the Head of Protective Services and in conjunction with other Officers, the effective and efficient implementation of Council priorities and policies and the effective deployment of resources to this end.
4. Assisting in the implementation of major policy and change initiatives and programmes particularly social, economic, environmental and sustainable development proposals in the general interests of the Council and its communities.

5. Assisting and contributing to the review of all aspects of service policy and practice, identifying and implementing initiatives and programmes to enhance performance and co-ordinate and evaluate progress against agreed outcomes.
6. Assisting in the development of a service management plan which reviews performance, establishes the needs, requirements, objectives, and sets out a forward programme of key tasks and performance targets for Protective Services.
7. Demonstrating commitment to the aims of the management team and working collaboratively across the organisation to help achieve service and corporate objectives.
8. Assisting in the promoting Protective Services to all sections of the community through demonstrations, events, festivals, centres of excellence, publicity and programming
9. Ensuring compliance with legislative requirements in relation to best value and other service related activities in order to achieve continuous improvement.
10. Developing and implementing approaches to workforce planning and organisational development that enables change across the organisation in terms of working culture and employee capability, reflecting best practice whilst meeting the needs of the organisation.
11. Assisting in the preparation of the forward expenditure plan and annual bids for capital expenditure consents and such strategy papers as the Council may require.
12. Assisting in the preparation and effective management of relevant budgets and for ensuring adequate monitoring, reporting and control arrangements.
13. Making the most effective use of available financial resources and, where possible recommending remedial or pre-emptive action to address problems and maximise income.
14. Assisting in ensuring appropriate compliance and procurement arrangements, in terms of negotiations, tenders and contracts.
15. Maximising available and appropriate external funding opportunities.
16. Contributing to the establishment of a strategic framework for the provision of services which are business led, customer focused, provide value for money and embeds a culture of continuous improvement.
17. Assisting with the preparation and implementation of the Food Hygiene and Food Standards inspection programmes in accordance with the

various codes of practice and other guidelines used by the Food Standards Agency and/or the Scottish Executive.

18. Providing Business Regulation Services in accordance with relevant legislation, directives, codes of practice, guidance notes, and other professionally recognised instruments.
19. Assisting in the preparation and implementation of the Food Sampling Programme.
20. Assisting in the investigation of outbreaks of food and other related incidents and representing the Council on Outbreak Control teams formed in connection with such outbreaks where necessary.
21. Ensuring staff within the Protective Services team have access to and/or receive a) adequate and appropriate management and direction, b) training, mentoring, coaching and skills development, c) performance review and feedback, and d) appropriate systems of communication and consultation.
22. Investigating outbreaks of other food related infectious diseases.
23. Preparation of statistical returns to the Food Standards Agency, the Scottish Executive and other agencies as required.
24. Implementation, monitoring and developing the Council's equal opportunity arrangements for Protective Services in a way that values and promotes diversity and respects individual differences.
25. Ensuring all duties and responsibilities for the Protective Services functions are fulfilled in terms of the Health and Safety at Work Act 1974.
26. Undertaking such delegated duties as may be decided by the Council and such other duties as may be required by the Business Manager (Environmental Health) or anyone acting on his/her behalf.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

Protective Services

