

ASHFORD BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE:	Assistant Director of Port Health
GRADE:	MG4
POST NUMBER:	6587
SERVICE:	Ashford Port Health
RESPONSIBLE TO	Director of Health and Wellbeing
JOB SUMMARY:	<p>Providing leadership, manage and have overall operational responsibility for the delivery of port health controls at the Ashford Border Control Post as located within the Sevington Inland Border Facility (BCP).</p> <p>Developing the service and its staff to maximise performance and to ensure a high level of customer service.</p> <p>Preparing and delivering the BCP business plan, working closely with key partners and stakeholders including government departments.</p> <p>Acting as a key advisor on port health matters to the council, its Members and officers and contributing more broadly to the functioning of the borough council including membership of its management team.</p>
ROLE REQUIREMENTS:	
1.	To be responsible for the smooth running of service, and to plan and monitor the progress and performance of the service. Actively ensure performance management and appraisal of staff is undertaken regularly and consistently.
2.	To be responsible for the preparation of the business plan, annual budget, charging structure etc. to ensure the BCP recovers its costs. Liaise with the Director of Finance & Economy, the Chief Executive and relevant cabinet members on matters of strategy.
3.	To ensure appropriate and compliant processes and systems are implemented to provide for the smooth operation of the service. To ensure that arrangements comply with legislation, codes of practice and good practice.

4.	To ensure that the operations are fully compliant and auditable in line with requirements set out by DEFRA/FSA and other relevant government departments and agencies.
5.	To represent the council as the lead for port health matters maintaining contacts with other Port Health Authorities and other stakeholders to ensure the best interests of the council are represented and the BCP is positively promoted.
6.	To be responsible for ensuring that legislative change and proposals for such, and all other changes affecting the work of the service and the Council's financial management, are monitored, analysed, reported upon and actioned.
7.	To control the service's overall budget and keep under review its performance ensuring that agreed standards and targets are achieved.
8.	To participate in Management Team and contribute to policy development and reviews outside of the immediate management discipline.
9.	To investigate and report on complaints received relating to the service at second level unless it is more appropriate for a second level complaint to be considered by the Director.
10.	To prepare and review the Service Development Plan, ensuring it is consistent with corporate objectives.
11.	To maintain external contacts that will assist with the efficient and effective management and development of the Council and to secure additional stakeholder involvement in the service's work.
12.	To promote, communicate and help deliver the corporate agenda and directives, and to facilitate a two-way exchange of views and ideas throughout all levels of the Authority.
13.	To prepare reports for and attend cabinet meetings, cabinet task groups, working groups and all other meetings as directed. Responding quickly and effectively to Members' and media enquiries.
14.	To enhance your own performance by continuously developing your own knowledge and skills, and optimising your own resources to meet your objectives.
15.	To promote a style of operation which encourages staff empowerment and personal responsibility in order to maximise the potential of all staff to contribute to the Service and corporate agendas.

16.	To deputise for the Director as necessary.
17.	<p>Equal Opportunities</p> <p>a) To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination.</p> <p>b) To recognise that people have different abilities to contribute to the Council's goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms.</p>
18.	<p>Emergency Planning</p> <p>a) To participate as required in the Council's Emergency Planning operations including undertaking training and exercising as directed</p> <p>b) To participate in the response to an emergency which may involve duties outside your normal job description and at times outside your contracted hours.</p> <p>c) To participate in the recovery stage following the emergency.</p>
19.	<p>Business Continuity</p> <p>In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.</p>
20.	<p>Data Protection</p> <p>To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.</p>
21.	<p>Health and Safety</p> <p>All employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy, available on the Intranet or from Personnel.</p>
22.	<p>Additional Duties</p> <p>To undertake any additional duties of a similar level of responsibility as may be required from time to time.</p>

OTHER CONDITIONS: The post holder must maintain at all times a satisfactory report from the Disclosure and Barring Service.

Post holders will be exposed to food product allergens, for example, fish, peanuts, tree nuts etc.

Essential car user. **APRIL 2022**

PERSON SPECIFICATION

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	Essential	Desirable
EDUCATION & TRAINING/ QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Educated to at least degree level or equivalent experience ➤ Membership of a relevant professional institute/body ➤ Evidence of continuous professional development 	<ul style="list-style-type: none"> ➤ Postgraduate qualification in a directly relevant subject ➤ Qualification specifically relevant to port health work or a closely related field e.g. environmental health Management qualification at degree level or equivalent by experience
EXPERIENCE	<ul style="list-style-type: none"> ➤ Direct experience of leading a service within a related field ➤ Experience of successfully leading and managing teams and individuals in a multidisciplinary professional setting of a similar size and scale ➤ Experience of developing and diversifying services to generate income 	<ul style="list-style-type: none"> ➤ Direct experience of food safety work e.g. port health work, food safety enforcement, health & safety enforcement ➤ Experience of working in a political environment at a senior level ➤ Experience of managing complex service operations, including 365 24/7 operations
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> ➤ Professional, technical, legal, financial, commercial and budgetary skills relating to service areas ➤ Strong analytical thinking and problem-solving skills at a strategic level 	

	<ul style="list-style-type: none"> ➤ Knowledge of Port Health operations, legislation and processes ➤ Effective communication skills including report writing ➤ Excellent budget management and financial forecasting skills ➤ Proven ability to lead and develop managers to ensure continuous improvement ➤ Clear ability to persuade and influence others including at a senior level ➤ Strong IT skills ➤ Able to communicate complex information and ideas clearly and accurately ➤ Working collaboratively to identify and implement efficiencies and the commercial potential of services 	
<p>OTHER REQUIREMENTS</p>	<ul style="list-style-type: none"> ➤ Ability to meet tight deadlines and work under pressure ➤ Positive and flexible attitude to change ➤ Good approach to customer service and stakeholder management/working 	
<p>OTHER ESSENTIAL REQUIREMENTS TO CARRY OUT POST:</p> <ul style="list-style-type: none"> ➤ Ability to work unsociable hours from time to time as the needs of the service require. ➤ Ability to be mobile to travel between the Civic centre and BCP as well as visit other BCPs as necessary for networking, stakeholder engagement and personal development etc. ➤ Ability to work in other Council locations and other locations to meet the requirements of the position. 		

- A commitment to own development and to supporting training and development initiatives.
- The post holder must maintain at all times a satisfactory report from the Disclosure and Barring Service.



KEY COMPETENCY AREAS

Our Competency Framework has been developed and reviewed over several years in order to achieve a set of professional and key behaviours that our team display every day within our roles.

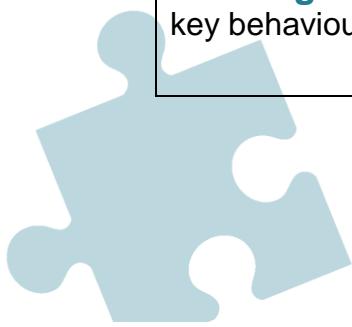
It applies to every member of staff, regardless of their role or service that they work for. It considers best practice but also the level at which our team members work in different areas of their job. So although the competency itself will apply to all levels, how it is evidenced within the individual job role may vary.

The competencies will be used for:

Recruitment and Selection – interview questions will be based on these key behaviours to ensure we are bringing the right people into the organisation.

Performance management including appraisals – to keep checking that we are all displaying the right behaviours that will ensure the success of the council's aspirations

Training and development – to help our teams and individuals focus on developing key behaviours and characteristics



The 9 basic competencies fall under our three values which are integral to the way we do things around here:

AMBITIOUS	CREATIVE	TRUSTWORTHY
Positive	Innovative	Professional Behaviour
Continuous Improvement	Open to Change	Accountable
Commercial and Enterprising	Decision Making and Problem Solving	Communication