

Group Leader - Public Protection

Grade 14

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

In Kirklees the role of Group Leader within Public Protection is about working with residents, businesses, communities and partners to provide a safe and successful environment in which people can live and work safely and businesses can thrive and grow.

As a Group Lead you will support the Strategic Operational Managers and drive forward the key Public Protection initiatives. You will lead in developing a strategic approach for your particular specialist area and be responsible for the management and development of staff within the activity.

This role is based within Commercial, Regulatory and Operational Service (CROSS), within the directorate of Economy and Infrastructure. Click [here](#) to find out more

The Job

The functions in Public Protection include: Licensing, Food Safety and Pest Control, Health & Safety and Pollution. You will be the Team Manager for one of the specialist areas in Public Protection.

You will develop a strategic approach to deliver a service which promotes jobs and businesses, protects the safety of residents and the public and increases economic resilience in our business and town centres.

You will be a role model and be responsible for the management of a functional team within Public Protection. The specific duties will vary depending on the functional team you manage.

You will develop a commissioning approach for your particular function implementing outcome based activities to meet the needs of residents and businesses in Kirklees.

Your role will require you to prepare and present reports to appropriate decision making structures of the Council including Committees, Cabinet, Scrutiny etc.

You will be responsible for the management and development of staff within the activity. You will carry out performance management, appraisals, recruitment and deal with the health and well-being of staff through attendance management processes and address any areas of concern in accordance with Council procedures.

You will work closely with colleagues and partners, within the Council or community and the wider City Region.

You will promote flexible and responsive approach to work and engagement with partners and participate in of standby and emergency planning as required.

Job Checklist

- Manage the delivery of one of the Public Protection functions in order to provide leadership to a team and deliver core objectives and outcomes. The functions include: Licensing, Food Safety and Pest Control, Health & Safety and Pollution.
- Lead, motivate and inspire staff and partners to deliver objectives to consistently high standards.
- Shape the delivery of Public Protection services to secure maximum impact for the economy and our local community.
- Ensure council and statutory functions are carried out within your area of functional responsibility.
- Ensure safeguarding of service users and residents is embedded and maintained to ensure safety and security of residents and service users is protected.
- Represent the council on appropriate regulatory matters in local, regional and national forums.
- Ensure management information systems are maintained and regular information is provided to support analysis of compliance, performance and effective communication with stakeholders.
- Effectively communicate with staff, partners and communities on service delivery matters.
- Support team develops and implement targeted regulatory and economic initiatives to support businesses growth and changes.
- Set and manage financial, operational and income generation targets to ensure objectives are achieved and outcomes are delivered within budget.

Please click [here](#) to see your responsibilities related to safeguarding.

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work. We are looking for exceptional leaders with Public Protection experience and knowledge, alongside a passion for developing Commercial, Regulatory and Operational Services in Kirklees.

You will represent the Council regionally and nationally ensuring Kirklees develops and maintains positive results with a range of stakeholder. With enthusiasm, desire and drive you will think strategically and creatively to achieve the challenges ahead. You will also have a clear understanding of the local political environment and be creative in the best use of resources to deliver outcomes and meet the challenging needs of the Public Protection Service and the wider needs of the Economy and Infrastructure Directorate

Working collaboratively, communicating and consulting with colleagues within the Council, stakeholders and elected members in order to develop and maintain effective working relationships and partnerships. As a leader in the service you will be skilled in challenging and influencing at all levels.

Your leadership skills and reputation for delivering excellence will motivate those you work with and your team and enable individuals to maximise their contribution to Public Protection.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will promote and be a role model of the Council's expectations of a New Council Manager within the organisation.

This role is at level 3. To find out more about Council Behaviours and Expectations please click [here](#).

Person Checklist

- Educated to degree level or equivalent in a public protection related subject and demonstrate ability to produce, prepare, present and understand and interpret technical reports.
- Technical expertise and substantial experience in at least one Public Protection discipline, such as Licensing, Health and Safety, Pollution, Food Safety. *For the management of the Food Safety team you must be a suitably qualified and experienced Environmental Health Officer (in accordance with Food Safety Act 1990 Code of Practice).*
- Detailed knowledge of court procedures and statutory regulations related to inspection and enforcement of Public Protection functions.
- Expertise in project management, successfully delivering objectives to timescales and in budget.
- Thorough understanding of health and safety, how it relates to Public Protection and the wider Directorate to ensure safe systems of work are in place.
- Ability to produce clear, concise verbal and written reports, undertake public presentations and use a variety of using IT formats to present information.
- Experience of successfully leading and managing multi-disciplinary teams and service performance.
- Strong influencing and stakeholder management skills and the ability to build relationships at a political and senior management level.
- Understanding of wider issues affecting local government, partner organisations, public and private sector agendas relevant to Public Protection.
- Ability to identify, reassess and prioritise resources.
- Understanding of the requirements to ensure fair and transparent dealings with businesses.
- To manage the Licensing function, you accept a DBS check will be required.
- Prepared to work flexible and participate in standby.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate how you meet the criteria on the Person Checklist.