

Job title	Head of Environmental Health Workforce Programme
Reports to	CEO
Direct Reports	None
Location	Remote with travel throughout England, Wales and Northern Ireland. Travel will include events, conferences, regional work, governance and management activities.
Salary	£60,000-£65,000
Type	Permanent Full Time
Benefits	Pension contribution – matched up to 13% Private medical cover Group Critical Illness cover Group Income Protection cover

Role Purpose

The main purpose of this role is to ensure that CIEH is the lead organisation in developing a sustainable approach to the environmental health workforce in England, Wales and Northern Ireland. And, crucially, that the approach defined and implemented gives the profession the best chance of securing a thriving resilient workforce.

Working with relevant stakeholders across all sectors the post holder will:

- Agree definitions and scope of workforce
- Develop workforce strategies for environmental health in England, Wales and Northern Ireland
- Develop and support implementation of a workforce action plan

This is a new role for CIEH. The key responsibilities set out below represent the best understanding of the role currently. The post holder will be involved in shaping the role as the landscape and stakeholders are better understood.

Key responsibilities

Collaboration

This role will be responsible for ensuring that a programme of works is developed and that each work package is appropriately resourced, and to manage the delivery of the programme. This will require cross departmental working, utilisation of volunteers as well as significant engagement with other external stakeholders.

Workforce strategy

The main outputs are;

- A workforce strategy for each nation that sets out the key objectives for all relevant organisations and individuals, and those objectives are signed up to by all relevant to their success
- CIEH is seen as the lead voice on environmental health workforce matters
- Where workforce strategy already exists to ensure the CIEH is seen as providing critical analysis of it and supporting its delivery

The responsibilities below are illustrative and not comprehensive

- Develop appropriate mechanisms to identify and engage with all relevant stakeholders
- Understand and analyse the infrastructure that underpins the profession
- Conduct Review of
 - o All current data, statistics, insights, publications and work
 - o Employment models and practices
 - o Education and training models and practices
 - o Funding model for each sector
- Establish current and anticipated environmental health workforce demand, funding and supply across the three nations
- Perform SWOT, PESLE+ and other relevant analysis to understand challenges and opportunities
- Determine the minimum viable numbers for the profession and perform analysis of current workforce data
- Establish national conversations in respect of environmental health and its workforce. Writing and publishing reports that demonstrate thought leadership and promote engagement and action

Workforce Action Plan

- Develop a workforce action plan to deliver the workforce strategy that has the buy in of all organisations and individuals needed to succeed
- Confirm commitment across organisations for the delivery of the workforce action plan
- Provide reporting and monitoring mechanism on the successful completion of key recommendations within the action plan
- Develop and deliver related workforce campaigns

General

- Project manage the workforce programme
- Stakeholder mapping and engagement planning
- Planning and delivering engagement activities across all sectors and at national and regional levels
- Co-ordinating the production and dissemination of materials to stakeholders, with the support of the marketing and communications team
- Where appropriate the post holder will seek funding resources (grant or otherwise) to secure the resources necessary for work to be undertaken.

Stakeholders

- CIEH departments and staff
- CIEH member volunteers
- Local Government Association
- Association of Chief Environmental Health Officers
- Employers of environmental health professionals
- Society Of Local Authority Chief Executives (England, Wales and Northern Ireland)
- Central Government
- Local Government
- Office for Product Safety and Standards
- Universities
- Food Standards Agency

- Health and Safety Executive
- Chartered Trading Standards Institute
- Chartered Institute of Housing
- Environmental Health Northern Ireland
- Environmental Health Wales
- Royal Environmental Health Institute Scotland
- Environmental Health Association of Ireland
- Others as identified

Person Specification

- Significant demonstrable understanding of environmental health
- Flexible
- Able to work autonomously
- Excellent stakeholder engagement and management skills
- Excellent communication skills
- Excellent diplomacy skills
- Excellent negotiation and influencing skills
- Excellent analytical and problem-solving skills
- Critical thinking skills
- Writing skills to publication standard
- Excellent planning and organisation skills
- Excellent programme and project management skills
- Appreciation of marketing and communications skills and campaign management
- Grant writing experience desirable