



## **CIEH Invitation to Tender: Interim Head of Environmental Health**

Support and advice will be provided on Environmental Health matters across all teams within CIEH including but not limited to

- Environmental Health Policy, External Affairs Oversight and Political Engagement within the approved structures and processes of CIEH
- Environmental Health content for events, conferences, marketing and communications, elearning and professional standards
- Executives, governance post holders and ambassadors of CIEH

**Duration:** 6 to 12 months

**Terms:** Full time.

**Location:** Remote with travel throughout England, Wales and Northern Ireland. Travel will include meetings, events, conferences, regional work, governance and management activities.

### **1. Background**

The Chartered Institute of Environmental Health (“CIEH”) is the professional membership, awarding body and public voice for environmental health. We set and raise standards to improve public health, supporting our members and influencing policy.

Our goal is simple: to enable safer, cleaner, and healthier environments for the benefit of all. To do this we develop recommendations for policy makers, set and enforce practice standards, and offer professional support to our members through a range of corporate training, topical events and workshops. In addition, we promote 15Hatfields one of London’s most sustainable conference and events venues.

CIEH is governed by a Board of Trustees that is supported by committees including the Membership, Learning and the Profession Advisory Group that advises the Board and the management team in respect of policy. Governance post holders include Trustees and members of our governance committees.

CIEH Policy work is informed by our Policy Advisory Panels.

### **2. Objective**

The key objectives of this role are:

- To provide strategic oversight of environmental health policies, public affairs and foster productive engagement with UK politicians. In addition and importantly with the devolved nations of Wales and Northern Ireland parliaments.
- To promote environmental and public health objectives of CIEH and ensuring alignment with environmental and legislative frameworks and proposals.
- To leverage expertise in environmental and public health to advocate for sustainable policies, influence legislative debates, and enhance public understanding of environmental health priorities
- To be a leading voice to ensure the Environmental Health profession is understood, recognised and valued with the audiences that matter.
- To deliver policy impact through focused activities overseen by our member led governance structures.
- To implement the Independent Review into the design and operation of the policy advisory panels of the Chartered Institute of Environmental Health as agreed by the Board of CIEH.

### **3. Scope of Work**

#### **Policy Oversight**

- Support the delivery of key policy activities such as environmental health workforce, creation of an All Party Parliamentary Group, and key activities across the five pillars
- Conduct a comprehensive review of existing environmental health legislation and guidance across England, Wales and Northern Ireland
- Identify gaps and propose actionable recommendations to improve policy frameworks
- Support and advice on drafting policy documents, white papers, and reports to inform strategic decisions across England, Wales and Northern Ireland
- Implement the Independent Review into the design and operation of the policy advisory panels of the Chartered Institute of Environmental Health as agreed by the Board of CIEH

#### **External Affairs**

- Support work to develop a network of trained volunteer members and spokespeople that can contribute to policy and external affairs
- Build and maintain relationships with politicians, government bodies, other interested parties and key partners across the three nations to champion environmental and public health priorities
- Coordinate external consultations and briefings to promote evidence-based decision-making on environmental and public health matters

- Act as a representative of CIEH
- Utilise personal networks and contacts to deliver as needed

### **CIEH events, conferences and e-learning**

- Provide assurance of the quality of environmental health content in products as required
- Advise on messaging and tone of content
- Support stakeholder engagement
- Support events and content planning

### **Professional Standards**

- Provide assurance of the quality of environmental health content in products as required
- Provide support and advice on normal practices within environmental health work as part of CIEH's management of member complaints / fitness to practise. I.e. what is and isn't normal for an inspection etc.
- Provide support and advice in reviewing the Chartered and other pathways.
- Provide support and advice on content, quality, language and tone on areas such as the Environmental Health Practitioner pathway, interactive exercises etc
- Provide support and advice with the Continual Professional Development review – what kinds of needs do practitioners have for training and development at different points in their career?

### **Marketing & Communications**

- Provide assurance of the quality of environmental health content in products as required, including our flagship magazine EHN
- Support work to develop a mechanism that can ensure quotes and comment provided to the media are of a high standard and delivered in the timeframe required by the media
- Support preparation of content as required utilising own and other specialist input as appropriate
- Support and advise on communication strategies to highlight the importance of environmental and public health in policymaking
- Support engagement campaigns to raise awareness of critical environmental and public health issues
- Support media monitoring and advise on environmental health relevance and impact so that CIEH can prioritise limited resources effectively

## **Other**

- Provide information and insights on environmental health matters to support the governance of CIEH
- Attend governance meetings as required include committee and board
- Represent CIEH as required
- To act responsibly with data held by CIEH that you may have access to as part of your role, adhering to the provided guidelines and policies and reporting any concerns or possible breaches to CIEH's Data Compliance Officer
- Support the Chief Executive in managing policy and reputational risk
- Engages with staff, members and stakeholders in line with CIEH's culture and values
- Undertake such other reasonable duties as the Chief Executive may require in performance of this contract.

## **4. Required Qualifications and Skills**

The appointed practitioner must demonstrate:

### ***Experience and qualifications***

- Professional registration with the Chartered Institute of Environmental Health (CIEH) or equivalent body.
- At least five years of experience in environmental health policy or related fields.
- Proven expertise in UK environmental and public health legislation.
- Strong political acumen and experience engaging with UK politicians and government agencies.
- Excellent communication, analytical, and management skills.

### ***Knowledge, skills and personal qualities***

- A strong understanding of politics across the three nations
- Experience of working with a range of policy areas and issues
- An understanding of strategic delivery planning, and a track record of successful project-management
- An understanding of and commitment to delivering with and through the membership
- Ability to define and set challenging but achievable objectives
- Outstanding verbal and written communications skills, with the ability to influence and advocate for change both internally and externally
- Strong networking, influencing, relationship building and relationship management skills

- The confidence and personal authority to deal at senior level with external organisations, agencies, the media, and political contacts
- Excellent organisation and planning skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines
- Energy, drive, and determination
- A commitment to understanding and promoting issues relating to environmental health and advocating on behalf of the profession
- Good networks with relevant audiences

## 6. Deliverables and Milestones

Deliverable	Timeline
Delivery plan	Month 1
Deliverables	Months 2-6 and onwards as agreed
Progress Reports	Monthly
Final Report and Recommendations	End of Contract

## 7. Budget and Payment Terms

- We invite costings from tenderers.
- Agreed terms will be paid monthly.

## 8. Evaluation Criteria

Proposals will be evaluated based on:

### 1. Required qualifications and skills (80%)

Proven track record in environmental health policy and political engagement.

### 2. Value for Money (20%)

Competitive pricing and justification of costs.

Candidates will be interviewed. For those that progress there will be a stage that includes meeting members of the CIEH team. CIEH reserves the right to conduct further interviews depending on the outcome of the initial process.

## 9. Submission Guidelines

Interested applicants should submit the following documents by 29 Jan:

- Detailed CV highlighting relevant qualifications and experience.

Submit your application to [a.westacott@cieh.org](mailto:a.westacott@cieh.org). For inquiries, contact Fran McCloskey at [f.mccloskey@cieh.org](mailto:f.mccloskey@cieh.org)

***Please note: this opportunity is being advertised simultaneously as a staff role and a tender opportunity***

## 10. Confidentiality

All information provided by applicants will be treated as confidential and used solely for tender evaluation purposes.

**We look forward to your application and collaboration to advance environmental and public health policies in the UK.**