



## Job description

Post Title	Assistant Director Growth Enterprise & Environment
Grade	Chief Officer Band B
Directorate	Growth, Enterprise and Environment



### Job Purpose

Provide strong strategic guidance and leadership to the Council's Growth, Enterprise and Environment directorate focussing on ensuring that excellence in all Neighbourhood Services is attained and improvements are ongoing to ensure an excellent environment for citizens of the borough whilst at the same time contributing to the wider directorate key priorities.

### Relationships

**Accountable to:** Corporate Director: Growth, Enterprise and Environment

**Accountable for:** All Heads of Service and staff within the Directorate. This includes but is not exclusive : Environmental Services, Refuse & Recycling, Transport Planning and Strategy, Highways, Engineering, Fleet, Transport Services, Natural Heritage, Countryside Services, Community Safety Partnership and Anti-Social Behaviour Services.

**General:** Engage with Elected Members, colleagues, internal and external stakeholders, businesses, intermediaries, senior personnel within partnering organisations, community groups. Develop, manage and broker relationships at senior level with key local, national, international business as well as stakeholders representing the Council, and ensure that the Borough's strategies and policies are taken into account.



## Key duties and responsibilities

1. Prepare & implement an environment strategy that delivers on the green agenda by providing cleaner ways of delivering services within a reduced budget envelope
2. Participate in all directorate key priorities offering skills and expertise where appropriate.
3. Ensure appropriate representation for the Council is in place for key Tees Valley projects such as waste management and recycling options for the future.
4. Ensure that the statutory refuse service is delivered in an efficient manner and that recycling services across the Borough are both efficient and effective.
5. Provide a strategic lead to transport planning and strategy ensuring the Council's vision is delivered on a local, regional and national level.
6. Provide effective management and leadership to operational frontline staff
7. Develop robust budget management arrangements and implement across all areas of responsibility.
8. Ensure that services are reviewed to anticipate the changing environment and are strategically led to develop innovation and high standards of performance.
9. Provide effective health and safety, financial and contract management for the area of responsibility, including the maximising of opportunities to create and secure value for money and 'social value' solutions in a changing environment.
10. Promote and develop strong partnerships with all partners and community groups to enhance the achievement of the corporate and operational objectives.
11. Ensure partnership working and collaborative arrangements are utilised to the benefit of the citizens within the Borough.
12. Develop and establish performance standards for the services within the management remit, ensuring such measures are measuring actual performance delivered, comparing actual performance with best practice and national standards.
13. Develop a 'one team' approach across the area of responsibility, encouraging an account manager/customer focus approach internally and externally.
14. Ensure the Council complies with statutory responsibilities under the Environment Protection Act (and related legislation) in relation to waste and street cleansing activities
15. Ensure robust arrangements are in place to deliver the Community Safety agenda

## General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council's corporate Health & Safety policies are followed and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Directorate objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery are fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

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Last Updated: June 2019



## Person Specification

JOB TITLE	GRADE	DIRECTORATE
Assistant Director Growth Enterprise & Environment	Chief Officer Band B	Growth, Enterprise and Environment

### NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Recent and extensive experience of operating at a senior management level within an organisation of comparable scale and complexity and in a service area relevant to the post.</li> <li>Significant experience of successfully developing, leading and implementing change programmes and projects, policies, strategies and objectives in support of corporate plans.</li> <li>In depth knowledge of capital projects.</li> <li>Significant experience in the delivery of complex programmes.</li> <li>A track record of achievement in the management and leadership through effective performance management systems.</li> <li>Experience of working with external partners and stakeholders and developing effective relationships.</li> <li>Experience of successfully leading organisational change across operational boundaries with service improvement being the outcome.</li> <li>Experience of working constructively with trade unions on complex change issues.</li> <li>Demonstrable success in enhancing organisational reputation.</li> <li>Demonstrable experience of successful people and financial management in a large organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of developing effective and productive links with Elected Members / politicians and working in a political environment.</li> <li>Experience of successfully developing, leading and implementing change programmes and projects, policies, strategies and objectives in a service area relevant to the post.</li> <li>Experience of regeneration and economic development.</li> </ul>	A, I



<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of the statutory, regulatory, strategic and key operational issues relevant to the specific post</li> <li>• The skills and competence to provide leadership to empower, enable, develop and motivate the workforce.</li> <li>• Ability to manage large and complex budgets and deliver alternative service models of delivery where budget challenges make this essential.</li> <li>• Ability to personally lead organisational change and develop a can-do' culture.</li> <li>• An ability to encourage innovative solutions, balanced against commercial and financial awareness.</li> <li>• Ability to initiate and implement effective strategies designed to achieve success and meet the Council's objectives.</li> <li>• Ability to propose options for consideration by Members, support and take informed decisions and ensure delivery of outcomes.</li> <li>• Strong communicating, influencing and negotiating skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of working of statutory duties for wider local government services.</li> </ul>	A, I, P
<b>EDUCATION/ QUALIFICATIONS/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• A professional qualification in a relevant discipline.</li> <li>• Evidence of Continuing Professional Development.</li> <li>• In depth knowledge of leading front-line public services to achieve results</li> </ul>	<ul style="list-style-type: none"> <li>• A professional qualification</li> </ul>	A, I, C
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Exhibits a corporate and enabling approach to economic growth which supports the Council in the achievement of its priorities.</li> <li>• Flexible approach to work by responding to the needs of the services including at time requirements to work beyond normal working hours.</li> <li>• Highly motivated, flexible approach</li> <li>• Evidence of own personal development</li> <li>• Strong team player, committed to an ethos of continuous improvement.</li> <li>• Ability to manage workload and time well.</li> <li>• A good working knowledge of current inspection and assessment frameworks</li> </ul>		A, I, C

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
COMMITMENT TO EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• Knowledge of equality and diversity in terms of best practice and current legislation</li> </ul>		A, I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	<ul style="list-style-type: none"> <li>• Evidence of providing a customer focused service and the ability to recognise the needs of different service users.</li> <li>• Provide evidence of linking day to day duties to performance management framework.</li> </ul>		A, I

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM   C = CERTIFICATE   E = EXERCISE   I = INTERVIEW   P = PRESENTATION  
T = TEST   AC = ASSESSMENT CENTRE   R = REFERENCES