



Job description

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

Reporting line:



Job Purpose:

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

Relationships:

Accountable to: Corporate Director: Growth, Enterprise and Environment

Accountable for: All Heads of Service and staff within the Neighbourhoods part of the directorate. This includes but is not exclusive: Environmental Services, Refuse & Recycling, Highways, Engineering, Fleet, Transport Services, Natural Heritage, Countryside Services, Community Safety inc the Community Safety Partnership and Anti-Social Behaviour and enforcement services.

General Contacts: Engage with elected members, colleagues, internal and external stakeholders, businesses, intermediaries, relevant personnel within partnering organisations, community groups. Develop, manage and broker relationships at a senior level with key local, regional, national and international businesses as well as stakeholders representing the Council, and ensure that the Borough's strategies and policies are taken into account and delivered as appropriate.



Key duties and responsibilities

1. Provide effective management and leadership to all services, disciplines and operational frontline staff within the responsibility of the Assistant Director.
2. Participate in all directorate key priorities offering skills and expertise where appropriate.
3. Develop robust budget management arrangements across all revenue and capital funding streams and implement these across all areas of responsibility. In addition, tightly manage budget pressures and any required budget reductions.
4. 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.
5. Ensure that services are reviewed to anticipate the changing environment, any legislative changes and emerging opportunities and are strategically led to develop innovation and high standards of performance. This must also be done in close collaboration with the relevant Cabinet lead.
6. To ensure that all statutory responsibilities, contained in all relevant legislation are met, thereby delivering successful outcomes for the benefit of the citizens, elected members and the employees of the Council.
7. Ensure that the statutory refuse service is delivered in an efficient manner and that refuse and recycling services across the Borough are both efficient and effective.
8. Ensure that the Community Safety Partnership is supported and functions well in accordance with statutory requirements. Lead on community safety and anti-social behaviour and ensure a joined up response to community issues working in close partnership with other key agencies, including the Police.
9. Strategically lead on enforcement issues related to neighbourhood services including licensing and car parking enforcement, whilst ensuring a joined up response for the Council to enforcement issues across the Borough.
10. Strategically lead the Council's fleet and vehicle workshops to ensure all legal requirements are met and investment in the Council's fleet and its ongoing maintenance is effective. Ensure that the service has robust targets in place to reduce emissions and contribute to carbon reduction targets.
11. Strategically lead the countryside service to ensure opportunities arising from the borough's countryside assets are maximised. Ensure residents and visitors to the borough have a positive experience whilst also maximising the use of volunteers in the delivery of objectives.

- 12.** Strategically lead the Council's highways and engineering maintenance and investment responsibilities and ensure the services are clearly managed and that emergency planning responses are joined up and effective when required. Also ensure the engineering and highways team work within the context of statutory highways guidance and are also focused on appropriate local solutions.
- 13.** Strategically lead on the development and maintenance of the environment for the borough to ensure streetscene services are delivering against local expectations within the context of available budgets.
- 14.** Support local events that showcase the borough by ensuring a joined up environmental response that supports the wider event.
- 15.** Contribute to the corporate agenda on climate change and the preparation and implementation of an environment strategy that delivers on the green agenda by providing cleaner ways of delivering services within a constrained budget envelope.
- 16.** To represent the Council for key Neighbourhoods related Tees Valley projects such as waste management and recycling options for the future.
- 17.** Promote and develop strong partnerships with all partners and community groups to enhance the achievement of the corporate and operational objectives. Ensure partnership working and collaborative arrangements are utilised to the benefit of the citizens within the Borough.
- 18.** Continue to develop/evolve clear and useful performance standards for the services within the management remit, ensuring such measures are measuring actual performance delivered and are benchmarked to compare with comparable best practice elsewhere and also demonstrate positive trend data over time. This data should also clearly highlight when issues occur and support managed interventions.
- 19.** Develop a 'one team' approach across the area of responsibility, encouraging an account manager/customer focus approach internally and externally.
- 20.** Ensure the Council complies with statutory responsibilities under the Environment Protection Act (and related legislation) in relation to waste and street cleansing activities.
- 21.** To deputise for the Corporate Director as appropriate and support in shaping policy and delivery of activity related to neighbourhood services or wider corporate activity as required.
- 22.** To be part of the Authority's on call rota.

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.

Last Updated: December 2019



Person Specification

JOB TITLE	GRADE	DIRECTORATE
Assistant Director - 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	
EXPERIENCE	<ul style="list-style-type: none"> 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. Significant experience of successfully developing, leading and implementing change programmes and projects, policies, strategies and objectives in support of corporate plans. In depth knowledge of capital projects. Significant experience in the delivery of complex programmes. A track record of achievement in management and leadership through effective performance management systems. Experience of working with external partners and stakeholders and developing effective relationships. Experience of successfully leading organisational change across operational boundaries with service improvement being the outcome. Experience of working constructively with trade unions on complex change issues. Demonstrable success in enhancing organisational reputation. Demonstrable experience of successful people and financial management in a large organisation. 	<ul style="list-style-type: none"> Experience of developing effective and productive links with elected members / politicians and working in a political environment. Experience of successfully developing, leading and implementing change programmes and projects, policies, strategies and objectives in a service area relevant to the post. 	A, I



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