

UTTLESFORD DISTRICT COUNCIL

JOB DESCRIPTION

Designation: Assistant Director

Directorate: Environmental Services

Reporting to: Chief Executive

OVERALL PURPOSE OF JOB

1. To act as a corporate leader in association with Directors, other Assistant Directors and elected members.
2. Lead on all aspects of the Council's Environmental Services Directorate, including Waste & Recycling, Grounds Maintenance, Street Cleansing, Highway Rangers & Vehicle Maintenance and temporarily Climate Change.
3. To develop policies, plans and drive culture change for the Directorate to deliver the Council's corporate objectives and medium-term financial strategy, and to contribute to such plans, policies and initiatives that could similarly improve other service areas.
4. To encourage innovative ways of working and constructively challenge existing practice to transform services that secure cost reductions and efficiency improvements across the whole Directorate, and to contribute to similar transformation initiatives across the council.
5. To provide challenge and assurance of the quality of services, decisions, judgements and drive a high performance culture within the organisation.
6. To ensure a good reputation for the Council and ensure excellent customer relationships which are open, productive, and trusting, both within the council and its customers.
7. To help develop commercial skills in the organisation to support the delivery of successful chargeable services.

KEY RESPONSIBILITIES

- 1 Specific accountability for the safe, effective operation and development of Environmental Services.
- 2 To commission external goods, services and support as needed, ensuring quality and value for money in such arrangements.

- 3 To lead and manage timely delivery of a range of high quality and cost-effective environmental services.
- 4 Responsible for ensuring the planning and delivery of effective business and performance strategies by ensuring that innovative and new ways of working are encouraged to develop a strong business culture committed to achieving the corporate objectives.
- 5 Work with the Corporate Management Team to develop the service by scoping the business needs, identifying solutions for sustained service delivery improvements including value for money and customer outcomes.
- 6 To assess the current business environment and implement the most efficient and effective processes to deliver an improved quality of service.
- 7 Preparation of service plans with associate risk management and business continuity plans.
- 8 To ensure strong financial management and budgetary control within services and provide robust evidence of efficiency and value for money being achieved.
- 9 To work with relevant partners, local agencies and organisations as appropriate.
- 10 Responsibility for the management and career development of staff.
- 11 To prepare and present reports to Members, Committees, partners and other organisations.
- 12 To ensure monitoring systems, performance targets and relevant local indicators are in place to ensure that the Directorate meets all corporate and statutory national indicators.
- 13 To implement Health and Safety policies within the corporate guidelines.
- 14 Responsible for Human Resource issues within the Directorate.
- 15 To support and assist the development of the council's strategies for the promotion of equalities and diversity with the workforce and community.
- 16 To undertake such other duties as required by the Chief Executive as may reasonably be within the competence of the postholder or the scope of the post.

PERSON SPECIFICATION/SELECTION CRITERIA

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for both the shortlisting of applications and at the interview stage. **It will help your application, therefore, if you can provide information on the application form of your experience**

ability to meet the criteria either through your previous employment, social activities or in the home.

1. Knowledge

- a) In depth knowledge of environmental services relevant to the post.
- b) Detailed and expert knowledge, understanding and experience of providing such services in a public sector setting.
- c) Knowledge of and ability to use information technology to enhance service delivery.
- d) Understanding of the democratic processes and sensitivity to working in a political environment and experience of working with elected members
- e) Understanding of the changing role of local government, including the use of partnerships and multi agency working

2. Skills

- a) Ability to analyse and synthesise complicated information and find creative solutions to problems.
- b) A corporate, flexible and innovative approach that is proactive in working with others to identify early risks and opportunities.
- c) Sensitivity to working in a political environment; understanding of the changing role of local government.
- d) Ability to lead, direct and develop staff.
- e) Ability to work across the organisation and gain the confidence of members and colleagues.
- f) Highly developed interpersonal skills.
- g) Ability to communicate complex information both orally and in writing in a clear, concise and balanced way.
- h) Ability to manage a diverse and demanding workload and prioritise accordingly.
- i) Able to manage projects and initiatives.
- j) Ability to understand complex issues and provide sound, professional and reliable advice across the Council.
- k) Ability to prepare and deliver clear concise service plans and budgets with identified targets and costs.

3. Experience

- a) Substantial experience of providing environmental services to local government at a senior level.
- b) Significant experience of working with elected members
- c) Experience of formulating, leading and implementing change in service provision.

- d) Experience of corporate working and working beyond own professional boundaries.
- e) Experience of managing or supervising staff and of being responsible for service delivery.
- f) Experience of working in a local authority or similar organisation, and preferably also in a commercial environment.

4. Qualifications/Training

- a) Educated to degree level or equivalent (desirable)
- b) Institute of Occupational Safety and Health (IOSH) Managing People Safely qualification
- c) Recognised management qualification or prepared to work towards this
- d) Membership of the Chartered Institute of Waste Management or work towards this

5. Circumstances

- a) Willing to work flexibly to meet service requirements and demands
- b) Hold valid driving licence and be able to use own vehicle for work purposes
- c) Be available to support 'Out of Hours' call outs
- d) The role is mainly office based but will involve depot visits and meetings on site to resolve operational problems
- e) Ability to attend meetings, including those held in the evening throughout the district/region, as necessary.
- f) Current full driving licence

Line Manager Core Accountabilities

- Manage employees in working flexibly and collaboratively across structural boundaries as part of a project or process teams in support of key outcomes
- Manage the development of organisational capability through good people management, including the training, development, mentoring and coaching of team members
- Think creatively and constructively challenging to ensure continuous improvement
- Ensure the proper assessment, management and mitigation of risk, including Health and Safety and Business Continuity

Safeguarding

Uttlesford District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Role Requirement: This role does not require a DBS (CRB) check.

Pre-employment Checks appropriate to this Job Profile

Uttlesford District Council (UDC) is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

Essential User: Does not qualify as an Essential User

Effective date: April 2022

UDC – VALUES AND BEHAVIOURS

VALUE: ACHIEVING HIGH PERFORMANCE	
REQUIRED BEHAVIOURS	
ENTHUSIASTIC	<ul style="list-style-type: none"> • Creates and maintains a positive work ethic while striving to get the job done • Shows pride in what they do
SUPPORTIVE	<ul style="list-style-type: none"> • Identifies where changes are needed and helps make them happen • Learns from experience/mistakes
PROBLEM SOLVING	<ul style="list-style-type: none"> • Adopts a proactive and positive approach to solving problems • Produces innovative ideas, thinks 'outside of the box'
FLEXIBLE	<ul style="list-style-type: none"> • Promotes and embraces change, is open to new ways of working
VALUE: RESPONDING TO CUSTOMER NEEDS	
REQUIRED BEHAVIOURS	
CUSTOMER FOCUSED	<ul style="list-style-type: none"> • Open and honest in communication with internal and external customers; shows courtesy and respect • Demonstrates required behaviours to meet all Customer Charter promises above and beyond specified requirements • Conducts themselves in a professional manner, promoting the council's reputation
RESPONSIVE	<ul style="list-style-type: none"> • Understands and responds to customer needs • Actively seeks feedback to improve customer service • Proactively works to progress new ways of working to improve customer service
VALUE: WORKING TOGETHER	
REQUIRED BEHAVIOURS	
VALUING OTHERS	<ul style="list-style-type: none"> • Treats everyone fairly, with respect and dignity, responding sensitively to individuals • Shows respect for the values, experience, contribution or work of others
TEAM WORKING	<ul style="list-style-type: none"> • Develops team working in service area and across the council and strives to maintain a high level of motivation • Works across service areas to attain common goals • Encourages others to input ideas and opinions and responds to good suggestions
OPEN/HONEST	<ul style="list-style-type: none"> • Open and honest in communication, seeking and giving regular feedback
DEVELOPING OTHERS	<ul style="list-style-type: none"> • Shares job knowledge and skill willingly with other employees to help them or assist in their development
RECOGNISING SUCCESS	<ul style="list-style-type: none"> • Acknowledges success/achievements of others in the organisation